



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Council Agenda City Council

Tuesday, June 16, 2026

5:30 PM

Municipal Center, 300 S. Church

PUBLIC SERVICES COUNCIL COMMITTEE MEETING AT 4:30 P.M.

Council Chambers, Municipal Center

PUBLIC SAFETY COUNCIL COMMITTEE MEETING AT 5:00 P.M.

Council Chambers, Municipal Center

1. CALL TO ORDER BY MAYOR HAROLD COPENHAVER AT 5:30 P.M.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. ROLL CALL (ELECTRONIC ATTENDANCE) INITIATED AND CONFIRMED BY CITY CLERK APRIL LEGGETT

4. SPECIAL PRESENTATIONS

COM-26:034 Presentation by Downtown Jonesboro Alliance Director Sarah Doss

5. CONSENT AGENDA

The Consent Agenda is a meeting method to make City Council meetings more efficient and meaningful to the members of the audience. All matters listed within the Consent Agenda have been distributed to each member of the Jonesboro City Council for reading and study, are considered to be routine, and will be enacted by one motion of the City Council with no separate discussion. If a separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a member of the City Council.

MIN-26:050 MINUTES FOR THE CITY COUNCIL MEETING ON JUNE 2, 2026

Attachments: [CC Minutes 06022026.pdf](#)

RES-26:062 RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 316 S MCCLURE, PARCEL 01-144183-21000, OWNED BY SBREME, LLC IN THE AMOUNT OF \$465

Sponsors: Code Enforcement

Attachments: [260189 316 S MCCLURE BILLING REQUEST.docx](#)
[260189 316 S MCCLURE OFFICIAL INVOICE.pdf](#)
[260189_316 S MCCLURE_VIOLATION NOTICE.pdf](#)
[image18060.pdf](#)

Legislative History

6/9/26 Finance & Administration Recommended to Council
 Council Committee

RES-26:064

A RESOLUTION FOR THE CITY OF JONESBORO TO APPROVE THE FY2026-2027 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN THAT INCLUDES THE FY2026-2027 CDBG PROJECTS, ACTIVITIES AND BUDGET

Sponsors: Grants and Community Development

Legislative History

6/9/26 Finance & Administration Recommended to Council
 Council Committee

RES-26:065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY AND ADMINISTRATION PLAN

Sponsors: Human Resources

Attachments: [Permit Coordinator Job Description.docx](#)
[Marketing Community Outreach Coordinator 6.1.26.docx](#)
[Digital Media Specialist 6.1.26.docx](#)
[Revised Pay Grades Salaries effective June 2026 \(002\).pdf](#)

Legislative History

6/9/26 Finance & Administration Recommended to Council
 Council Committee

RESOLUTIONS REMOVED THE CONSENT AGENDA

RES-26:060

A RESOLUTION REQUESTING FREE UTILITY SERVICES FROM CITY WATER AND LIGHT FOR CITY-OWNED PROPERTY

Sponsors: Engineering

Legislative History

6/9/26 Finance & Administration Recommended to Council
 Council Committee

6. NEW BUSINESS

ORDINANCES ON FIRST READING

ORD-26:018

AN ORDINANCE TO AMEND CHAPTER 117, KNOWN AS THE ZONING ORDINANCE PROVIDING FOR CHANGES IN ZONING BOUNDARIES FROM R-1 TO PD PLANNED DEVELOPMENT FOR PROPERTY LOCATED AT 1004 N. CARAWAY ROAD AS REQUESTED BY DAVID TAPP

- Attachments:** [Staff Summary RZ 26-08](#)
[Rezoning-Application 1004 N Caraway](#)
[Plat](#)
[Certified Letter Receipts](#)
[MAPC Approved Rezoning 6.9.26 Minutes](#)
[1004 n caraway receipt](#)

7. UNFINISHED BUSINESS

8. MAYOR'S REPORTS

9. CITY COUNCIL REPORTS

10. PUBLIC COMMENTS

Public Comments are limited to 5 minutes per person for a total of 15 minutes. This time is allotted for items that are not on the agenda.

11. ADJOURNMENT



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: COM-26:034

Agenda Date: 6/16/2026

Version: 1

Status: To Be Introduced

In Control: City Council

File Type: Other
Communications

Presentation by Downtown Jonesboro Alliance Director Sarah Doss



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: MIN-26:050

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: City Council

File Type: Minutes

MINUTES FOR THE CITY COUNCIL MEETING ON JUNE 2, 2026



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes City Council

Tuesday, June 2, 2026

5:30 PM

Municipal Center, 300 S. Church

1. CALL TO ORDER BY MAYOR HAROLD COPENHAVER AT 5:30 P.M.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. ROLL CALL (ELECTRONIC ATTENDANCE) INITIATED AND CONFIRMED BY CITY CLERK APRIL LEGGETT

Present 11 - Brian Emison;Chris Moore;Chris Gibson;David McClain;Joe Hafner;Anthony Coleman;Janice Porter;John Street;Charles Coleman;LJ Bryant and Ann Williams

Absent 1 - Kevin Miller

4. SPECIAL PRESENTATIONS

There were no Special Presentations.

5. CONSENT AGENDA

Approval of the Consent Agenda

A motion was made by Councilperson Chris Moore, seconded by Councilperson Brian Emison, to Approve the Consent Agenda. The motioned PASSED

Aye: 11 - Brian Emison;Chris Moore;Chris Gibson;David McClain;Joe Hafner;Anthony Coleman;Janice Porter;John Street;Charles Coleman;LJ Bryant and Ann Williams

Absent: 1 - Kevin Miller

[MIN-26:046](#)

MINUTES FOR THE CITY COUNCIL MEETING ON MAY 19, 2026

Attachments: [CC Minutes 05192026.pdf](#)

THIS ITEM WAS PASSED ON THE CONSENT AGENDA.

[RES-26:044](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE NORTH JONESBORO COMMUNITY DEVELOPMENT CORPORATION (NJCDC) TO LEASE SPACE AT 911 MAGNOLIA ROAD

Attachments: [Magnolia Lease Agreement \(Revised 04.01.2026\).docx](#)

THIS ITEM WAS PASSED ON THE CONSENT AGENDA.

Enactment No: R-EN-076-2026

[RES-26:056](#)

A RESOLUTION BY THE CITY COUNCIL OF JONESBORO, ARKANSAS TO ACCEPT A PERMANENT RIGHT-OF-WAY EASEMENT FROM ARKANSAS STATE UNIVERSITY FOR THE PURPOSE OF THE CONSTRUCTING AND MAINTAINING PEDESTRIAN AND BICYCLE INFRASTRUCTURE IMPROVEMENTS

Attachments: [Permanent ROW Easement.pdf](#)

THIS ITEM WAS PASSED ON THE CONSENT AGENDA.

Enactment No: R-EN-077-2026

[RES-26:058](#)

A RESOLUTION TO AUTHORIZE THE EXECUTION AND DELIVERY OF AN ESCROW DEPOSIT AGREEMENT IN CONNECTION WITH THE DEFEASANCE OF BONDS ISSUED TO SUPPORT COLSON CASTER LLC AND ITS AFFILIATES; TO AUTHORIZE THE CONVEYANCE OF REAL PROPERTY RELATED TO THE BONDS; AND FOR OTHER PURPOSES

Attachments: [Escrow Deposit Agreement - Jonesboro \(2026\).pdf](#)

THIS ITEM WAS PASSED ON THE CONSENT AGENDA.

Enactment No: R-EN-078-2026

6. NEW BUSINESS

7. UNFINISHED BUSINESS

ORDINANCES ON THIRD READING

[ORD-26:016](#)

AN ORDINANCE TO AUTHORIZE THE ISSUANCE OF INDUSTRIAL DEVELOPMENT REVENUE BONDS UNDER THE MUNICIPALITIES AND COUNTIES INDUSTRIAL DEVELOPMENT REVENUE BOND LAW FOR THE PURPOSE OF SECURING AND DEVELOPING INDUSTRY; TO AUTHORIZE THE SALE OF THE BONDS AND THE APPROVAL OF A BOND PURCHASE AGREEMENT AND A PAYMENT IN LIEU OF TAXES AGREEMENT IN CONNECTION THEREWITH; TO AUTHORIZE THE EXECUTION AND DELIVERY OF A TRUST INDENTURE SECURING THE BONDS; TO AUTHORIZE AND PRESCRIBE CERTAIN MATTERS PERTAINING TO THE PROJECT, THE ACQUISITION, CONSTRUCTION, AND EQUIPPING THEREOF, AND THE FINANCING THEREOF; TO AUTHORIZE THE EXECUTION AND DELIVERY OF A LEASE AGREEMENT RELATING TO THE PROJECT; AND FOR OTHER PURPOSES

Attachments: [Trust Indenture - Jonesboro - InnovAsian \(2026\).pdf](#)
[Lease Agreement - Jonesboro - InnovAsian \(2026\).pdf](#)
[PILOT Agreement \(InnovAsian Jonesboro\)\(2026\).pdf](#)
[Recognition of Prior Interests Nondisturbance and Attornment Agreement \(I](#)
[Bond Purchase Agreement - Jonesboro - InnovAsian \(2026\).pdf](#)
[Notification Letter to State Officials - InnovAsian PILOT Agreement.pdf](#)
[Notification Letter to Local Officials - Jonesboro - InnovAsian PILOT.pdf](#)

A motion was made by Councilperson John Street, seconded by Councilperson Brian Emison, that this matter be Passed. The motion PASSED with the following vote.

Aye: 11 - Brian Emison;Chris Moore;Chris Gibson;David McClain;Joe Hafner;Anthony Coleman;Janice Porter;John Street;Charles Coleman;LJ Bryant and Ann Williams

Absent: 1 - Kevin Miller

Enactment No: O-EN-021-2026

ITEMS THAT HAVE BEEN HELD IN COUNCIL

[ORD-26:015](#)

AN ORDINANCE TO AMEND CHAPTER 117, KNOWN AS THE ZONING ORDINANCE PROVIDING FOR CHANGES IN ZONING BOUNDARIES FROM RM-8 TO RS-5 FOR PROPERTY LOCATED AT 1601 GRANGER DRIVE AS REQUESTED BY CRAFTON TULL

Attachments: [Application](#)
[Plat](#)
[Notification](#)
[Staff Summary RZ_26-07](#)
[MAPC Minutes 04.14.26](#)
[Receipt](#)

A motion was made by Councilperson Chris Moore, seconded by Councilperson Brian Emison, that this matter be Passed. The motion PASSED with the following vote.

Aye: 11 - Brian Emison;Chris Moore;Chris Gibson;David McClain;Joe Hafner;Anthony Coleman;Janice Porter;John Street;Charles Coleman;LJ Bryant and Ann Williams

Absent: 1 - Kevin Miller

Enactment No: O-EN-022-2026

8. MAYOR'S REPORTS

Mayor Harold Copenhaver reported on the following:

And I would like to remind council the month-end reports are on the table down by Brian for each one of you. So please feel free to pick that up. And at the end of my Mayor's comments, Tony's going to give us a brief summation of that. I think it'll be under an hour. Is that right, Tony?

So since City Council met on last May 19th, all of our area-wide schools are out. So summer is officially underway. And with that said, please be extra careful and aware of children out and about within the city. Many new drivers are experiencing their first time driving as well in this community. And so as we all are well aware, that sometimes can be a predicament. So meeting friends as well at city parks and community centers, they're all getting out and about. So please stay aware. Be off your phones while you're driving. And let's keep our children safe this summer.

Our city pools and splash pads are open. Community centers are very active with events. And the parks are full of activity. Get out and enjoy the many options like the Crag Wall at Earl Bell. They extended their hours for June. Open Monday through Friday from 12 to 9 p.m. And Saturday from 12 to 5 p.m. So go check it out.

Grab a chair and a blanket and make plans to attend the next Sunset Session at Craighead Forest Park on June 20th at the Bandshell at Access 6. Listen to live bands. It's free. And let the kids play. A win for everyone in the family.

And be sure to sign up your child for the next Gen cadets free program presented by DARE coming up in July. The program gives kids the opportunity to engage with officers, participate in hands-on activities, swim and enjoy lunch, and learn leadership skills in a fun and positive environment. Different sessions are offered for different age levels. So be sure to email DARE@JonesboroAR.gov for more information.

Also, don't forget, applications are now open for the Youth Advancement Council. Students in grades 9 through 12, including public, private and homeschool students, are encouraged to apply. Applications are available on the city's website at JonesboroAR.gov for both new and returning members and will be open through July 1st.

I want to encourage everyone to participate in the Plan Jonesboro comprehensive planning process. The community survey remains open at PlanJonesboro.com. I encourage all residents to share their thoughts and ideas about the future of our city. Public engagement continues to be a major part of this effort. Don't miss the next public input meeting upcoming this Thursday, June 4th, and then on June 25th and July 16th. There will also be webinars and additional community engagement opportunities throughout the summer, so stay engaged and help shape the plans of the future of Jonesboro.

My staff and I were thrilled to take part in the Special Olympics send-off on May 21st alongside many of our fire and police personnel. It's an inspiring event to get to be a part of, and we're proud of each athlete that competed and represented Jonesboro.

Jonesboro also hosted over 300 cyclists this past weekend during the Skirmish Delta Gravel Festival. Those cyclists were dedicated, whether it was rain or not, they raced. And the race they did. We're grateful that Jonesboro has become a destination for cyclists looking for a different course in the city to enjoy.

How about the Arkansas State men's golf team? Congratulations on an excellent season. They secured a spot in the 2026 NCAA Championship for the first time in program history at A-State, and they advanced to the national finals. That was impressive.

Our community really knows how to come together and celebrate and to honor. Thanks again to the Craighead Veterans Monument Foundation for organizing the Memorial

Day observance on May 25th. While city offices were closed, we were able to attend and brave all who sacrificed that went on before us.

As mentioned at the last city council meeting, we are currently finalizing details on notable hiring and recruiting financial incentives. With police departments facing challenges for recruitment nationwide, we are modernizing our hiring process, including incentives to ensure the department feels supported and our community remains safe. Many of you may have seen the press release that went out this morning. Jonesboro was awarded a \$42,358 grant through the Patrick Lehigh Bulletproof Vest Partnership Program granted by the U.S. Department of Justice. The funding supports the purchase, I believe, of 40 new armor, Express Raven II tactical SWAT carrier systems for officers and Jonesboro Police Department. It helps strengthen public safety efforts while reducing financial pressure on the city budget as well. Protecting the men and women who protect and serve our community is a priority. This federal funding allows us to continue equipping our officers with some of the most advanced safety equipment available while also being responsible stewards of our taxpayer dollars.

And being a good steward is a key part of the neighborhood cleanup incentive as well. Don't miss June 6th cleanup, hosted at Fisher Street United Methodist Church from 8 a.m. to 12 p.m. As you're cleaning up your bulky junk, drop it off and come by and drop off some bags and pick up some bags as well. Now Scott, it's also going to be a neighborhood. They're going to go around the neighborhood as well, correct? Code Enforcement Director Scott Roper said, yes, sir. Mayor Copenhagen continued, so if residents can't make it to that, they can put it out and we will come by and pick it up in that area, correct? Again, Mr. Roper said, yes, sir.

Let's continue to work together and make Jonesboro the best city it can be, and I'm confident that our efforts together will make all the difference. Thank you all for all you do, and let's keep it that way. God bless. All right, Tony, you want to come up and give your quick summation?

Chief Operations Officer Tony Thomas said, man, you guys are challenging if you're going to limit me to five minutes. Well, I don't want to spend a lot of time and bore you all any more than we normally do, but I also want to stress, this is the time of year that we see a tremendous increase in the demand for services across most of our divisions. Warmer temperatures, school is out, and so we're beginning to see that influx.

Now, I say that also saying that there's not very much of a lull time throughout the year for departments, but the demands just seem to be greater during the summer months. Our departments continue to provide the level of service that we anticipate as administration, city council and the public demands from them, and I'm not going to go through every department tonight. What I've chosen to do is I'll hit a couple of departments each month and just kind of highlight what's in those reports, and then overall we'll do a summary of some of the things that I think you're going to find in those reports.

One of the things that I think you're going to see is that we do continue to do tremendous things in spite of some of the employment challenges or employee challenges that we have in our departments. I know Animal Control is bare knuckle right now in regards to the number of animal control officers that they have available. We also have some challenges from time to time at the lower level positions in the Street Department. Of course, this is the time of year that you see a lot of the work related to our Street Department when it comes to, number one, grass mowing in the

right of way. We continue to be focused on committing resources to potholes and different things along those lines that continue to need repairing from the winter weather that occurred here this year. But again, getting individuals at those lower level positions, those street worker positions, sometimes is a challenge, and we're continuing to see shortages in those areas. Even though we are short on animal control officers, we've seen an expanded capability as far as...well, let me just say this, and I know you know this, the shelter is always full. And so, you've seen an effort to try to increase that capacity in the existing space that we have. So, we did add some kennel capacity last month. Number one, that allows us to service more animals that meet the need that's out there. And number two, it also helps us reduce the number of animals that we have to put down in our shelter because we do everything we can to be a no-kill shelter and adopt dogs and other animals out of that location.

And then, as always, I think you heard in the Mayor's Report that community outreach and engagement with our departments is big. You heard about the cleanup that's upcoming. Last month, we collected about 10 tons of debris at the cleanup. And we always have good numbers from the north area that we're going to be focused on this upcoming week. And then, I'll also add that, of course, this is an active time for Code Enforcement and Scott Roper and his crew. They've been down an officer as well. So, again, that theme related to shortages. But I think you're going to see about 560 cases that they opened in the month of May alone. And so, grass was slow for a while there because of the lack of rain. But as we all know, over the last few days, we've made up for that in some ways. And so, you're beginning to see grass pop back up and grow at a level that I think will make them a little busier than they have even been within this report. And then, lastly, on that one, we just continue to deal with citizen complaints as they arise. I dealt with a situation today that's not in this report related to a citizen. Not only some animals, but some debris in the yard. We got a report in to Code Enforcement and Animal Control related to that.

Other than – I'll also say, let me just put it like that. We continue to focus on – I know most of you are familiar with the bond projects that we have related to what was passed here in City Council some time ago. That 9-1-1 center, we're in the final stages of that design plan on there. And then, Caraway Road, of course, is a priority. Those are projects that have a time frame to them. And so, we continue to march forward and try to get those completed in as speedy a process as possible.

And then, it goes to say Parks is inundated with activity throughout the summer months. And so, we continue to focus on educational programs, community events, those public outreach initiatives that you're going to see as a part of those reports. As well as our continued partnership with local organizations. One of those is our – in the Grants Department last month, we worked a great deal with that Community Development Citizen Advisory Committee. Again, it's a citizen-led process to review applications and to score those applications related to funding that's available for non-profits in our communities in order to meet community needs that we don't have the capacity to work with.

So, as we move forward, we're going to continue to focus on – I know HR has really been actively recruiting and visiting individuals as well as organizations and job fairs that are taking place in our area in order to focus on those staffing needs in order to get our employee level of service up to where it needs to be. Even though, again, even though we see that decrease in that level, we are continuing to focus on being as efficient and as effective as we can with the staff that we have in order to provide, again, a high level of service. And then, we're going to continue to strengthen that public engagement and community partnership. You heard the Mayor talk about the

upcoming plan meetings that we have, and those continue on a monthly basis.

And then, just continuing to address the public safety and the welfare needs of citizens here in our community. With that, I will just remind you that packets are available here on the table. I encourage you to ensure you get yours. Spend some time with the data that's there. Don't hesitate to reach out to either our office or to Department Heads if there are any additional questions. We want to facilitate that as much as we can and give you information that we think is helpful to you as you engage and interact with citizens here in our community. Thank you. Mayor Copenhagen said, okay. Thank you, Tony. I appreciate that very much.

9. CITY COUNCIL REPORTS

Councilmember Brian Emison said, the only thing I've got, and kind of piggybacking on what Tony had to say there, you know, we had an accident in front of First Community Bank on Friday. And, you know, sometimes it takes a little while for police officers to be able to get across town and to be on site. Of course, everyone's constantly working. But there was a Code Enforcement truck that happened to be right there at the same time that the accident happened. And one of our Code Enforcement officers, Mr., I think it was Blake Nichols, is that right? Thank you. Thank you, Mr. Roper. And he was out there in his fluorescent vest, and he was directing traffic. So everybody coming together and, you know, stepping in whenever they can. So it was a great, it was great to see Code Enforcement out there helping direct traffic. Only other thing that I have is that I did have an opportunity to meet with the administration a little bit on Monday and discuss, we were talking through police pay and working on some of those items. And anyways, I think we've made a lot of good steps forward, and we'll be trying to get some information together with that as we move forward. I know that we have had conversations about the incentive programs and being able to recruit new officers. Only thing that I failed to bring up in that meeting, Mayor, and something that I wondered if we could look at is that, you know, with us being down roughly, I think it's approximately 20 officers that we've got down, is that whenever we do start building up some of our numbers back to the police force, if some of this unrealized expense that we didn't incur by not having those officers, if we wanted to look at doing something for the officers that had been out there working while we were down in our census count on that side, I didn't know if that was something we could look towards doing. I know ASP did that back a number of years ago and just thought that would be something nice to say thank you to the officers that have been taking care of us while we've been down a little bit here. Thank you sir.

Councilmember Dr. Charles Coleman said, yes, since we have the best cleanup when we have cleanup, we will be feeding the Code Enforcement, and there's a strong possibility that the Code Enforcement people will get a half a slab of ribs. Mayor Copenhagen said, thank you, Councilman.

Councilmember L.J. Bryant said, I know we had this discussion. It seemed like Councilman McClain...It could have been two months, six months, nine months...who knows when we had this discussion. What's kind of the latest thoughts since Attorney General Griffin last summer challenged cities to work on loitering and stuff? Has there been any new thoughts on any of that? Councilmember McClain said, I was told no. Councilmember Bryant continued, and I visited with the Attorney General a little bit the other day. I know he said we have another state law we need to update. Mayor Copenhagen replied, well, and I think that is on everybody's mind. You know, we're seeing it, unfortunately, at some of our intersections, every corner's full. And how we address that. And so Carol and I were actually in multiple discussions last week, and

it's going to be one of those issues that we're going to have to lean heavily on our state legislature. Councilmember Bryant continued, because it seems every city has it, right? If you go to Fayetteville or Hot Springs or whatever. And Little Rock tried to do something, then they kind of backed down off of it and I think they got some public pressure and backed down. Mayor Copenhagen said, Hot Springs got sued over it. City Attorney Carol Duncan replied, and lost. Mayor Copenhagen continued, and lost. So, again, these are things that our legislators really are going to, we are really going to have to lean heavy on them next session. Ms. Duncan said, we are looking at some safety concerns. I do think in some of the islands, that's a safety concern. Being on the sidewalk is different. But being on those little islands out in the middle of traffic, I think that we could make a valid argument that that's a safety concern, both for the person and for the drivers that are distracted by that. So, hopefully we're going to address some of that and just ask them to move over to the sidewalk. Councilmember Bryant asked, any kind of backwards arguments to be made with the dogs, like endangering the dogs because it's too hot or something? Mayor Copenhagen replied, and children. Councilmember Bryant continued, and children too. Ms. Duncan said, there are rules about state highways, but they don't apply if there's a sidewalk in place. And so that makes it difficult. You have to be 10 feet away from a state highway, but not if there's a sidewalk. Mayor Copenhagen said, correct. Ms. Duncan continued, so that, unfortunately, most of our state highways have sidewalks next to them, or a lot of them do, not all of them, but where the people are tend to have those. So we've been looking at that. And then, yeah, those are the main things. And we've also reached out again to see if we can get permission from the Highway Department to put up some signage like some cities have put up, but we've put it up and it's been taken down on our state highways that encourage people to donate to local charities that help people. But our signs were taken down. So that's kind of where we are. Mayor Copenhagen said, and that brings up a point, too. Councilman, I don't want to belittle the situation, but we are going to be very proactive with, I've already called in Chief Elliott and the Sheriff's Department as well as the State Police. We've had meetings about gatherings in our community, make sure they don't get out of hand, how we can address situations and be united on that, because we want all people to be able to have enjoyable time and gatherings throughout the summer. But we're seeing that in multiple states, especially surrounding states. And so we need to coordinate our efforts. We're going to be making a few statements there. I know that the Chief has got several saturations planned for this summer for our community as well. And we just want to make everybody aware and we're going to keep our community as safe as possible.

10. PUBLIC COMMENTS

Patti Lack, 4108 Forest Hill Road, said, really there's two things that I'd like to say to all of you, is that I expected about a month and a half ago, maybe two months ago, I was expecting a more specific expense report from the Parks Department on the two volleyball tournaments that we had. I'm kind of disappointed that I haven't. And is it important? It was, because I think along with me and a lot of other people, maybe some of you also questioned some of the expenses that were on that, such as Potbelly, the hotel, and all that. And they said that there was going to be a more specific breakdown of the expense report, and I have not seen it, and it's been at least a month and a half ago. So I hope I get it soon. The second thing is that I don't know if any of you have driven by Simmons Bank Building on Caraway Road. There were five large trees between the sidewalk and the street. And I don't know about you, but I go through that parking lot, and it was really difficult to see an oncoming car coming north when I was turning left on that street. It's a very dangerous place to place these big trees. The trees are beautiful. I don't know what kind of trees they are, but that's not the type of tree that needs to go there. So my question to you, or to, I guess, the City

Planner, is, one, because I know I talked to some people at Simmons Bank, one of them had been hit already, so there's only five right now. But it blocks the view of the traffic coming on. And you look at daytime or nighttime, and this would be on Caraway. So one is that does Simmons own those trees because they're between the sidewalk and the street, and who is the one that planted them? Who's the one that paid for them? I know that we have a tree ordinance, and it's a brand-new building. But I think we need to consider those trees being removed and either being on the opposite side. I know someone said something about maybe because it was a power line, but those are the not correct trees to be there. They are going to grow pretty large, but they block the traffic, and it's going to be a safety issue. And it takes one accident. But, I know I talked to some of the people at Simmons Bank, and they're not happy about those trees, and they're okay if the city takes those trees and places them somewhere else on the property. So I guess I can do a FOIA on who owns the trees. They gave me the suggestion, but if we know what it is, I'd appreciate it if we could find out. So thank you. Mayor Copenhaver said, thank you for your comments. Carol's trying to find an answer out for me.

Edward Orr, 2902 Breezewood Drive, said, good afternoon. And I came here today to speak to the City Council. I've cleaned my life up to the point to where I actually tried to run for City Council. I reached out to Mr. McCain, told you I wanted to work with you so you can better inform me on how this goes. Because I live in a neighborhood where I think the needs are being overlooked. I live in a low-income neighborhood. Not too proud of it, but I make the best of it. And what I'm seeing is a lack of empathy for the low-income people. It's okay to put funds where they're needed to make things look good, but they need to be in these low-income neighborhoods where these people are really struggling. There's not a program out here to help a single mother. I've researched it. I've studied the law, constitutional, civil, just about all of it. Ms. Duncan, I read that report about you and the Mayor being sued about something about destruction of some type of paperwork. Well, I wanted to come here today and specifically make reference on the fact that I've been a victim of that from your office. At the Jonesboro City Police, I tried to file multiple charges when I was wronged. Your office denied me four times to file charges. Four times. Your name is stuck right at the top of it. City Attorney Carol Duncan replied, I'm not familiar with the case, but okay. Mr. Orr continued, we're not asking for much out here. It's hard for everybody. We cannot keep allocating this money in places that already look good. What I'm asking the City Council is to help where the help is needed. I'm begging. I see this. I have this saying in my head. You wouldn't elect me to go serve in a community where the houses are \$500,000 or a million dollars because I don't know about that community. So, there's no insight I can give anyone about that community. So, what I'm saying is decisions are being made about these low-income communities where people actually don't come. And, the decisions are basically nothing. We are all struggling, regardless of race, creed, religion. I don't see none of that. I see people. And, for someone to claim they have absolute immunity, that kind of, I frown on that. Because you have to be granted absolute immunity. You can't just give it to yourself. And with that said, I have right here my divorce decree. And right now I am battling the fact that my divorce decree was filed marked twice. I signed it once, October 31, 2016, when I went to child support court and demanded a copy of my divorce decree, three pages were edited, and it was filed marked with the wrong date of August. So I went to the City Clerk's office and tried to get answers. They were dismissive. City Attorney Carol Duncan replied, I think you mean the County Clerk. Mr. Orr continued, County Clerk. Sorry about that. County Clerk. I went there, and they were dismissive. If we are going to be in the leadership role, these people have to be leaders. You can't cut corners and then get behind that computer to clean it up. We can all take shortcuts. I was told by my mom as a kid, the more you cut corners, someday you're going to have to make them

steps up. You cut the corners too much, you'll never make them up. So what I'm saying to the Jonesboro City Council, I have respect for everyone. Law enforcement, everyone. I even applied to be a police. Was denied for whatever reason I don't know. But what I'm asking is that we open our minds up to everyone, not just certain areas of this county. Everyone needs help. Everyone needs help. Mr. Mayor, I voted for you. I'm a little disappointed at your leadership. I've read so many lawsuits that you have not settled. We've got to get that right Mayor. We have to get that right, Mr. Copenhaver. I'm begging you. Hayley Boyd, I used to be her caretaker. She was injured in a car wreck involving a police officer. That woman's life is terrible because she cannot walk. And the last thing I read from the Supreme Court is that she may be entitled to \$50,000. That's not going to cut it. Not for her. Now, this is not an African-American woman. This is a white woman. I was her caretaker. And the way she lived after being paralyzed, Mr. Copenhaver, we have to get this woman the needs, the resources she needs to live her life. I don't care about what money she's owed. What I'm asking the City Council is make sure Hayley Boyd gets the resources she needs. She's paralyzed. She cannot walk ever again. So, yes, I have had trouble in the past. But I've worked hard to clean my life up. I got my record expunged. Started to try to come into City Council, being a police officer. But it's hard when corners are being cut. My mom raised me to be equal, accountable, truthful. And with the things going on that I'm reading about, I can't see myself working in these settings and be the best version of myself. See what I'm saying? So, I'm just asking the City Council, like, let's do a little more. Let's do a little more. I respect everyone up here. Let's stop putting funds where they're going to look good. Let's put them where they are needed. Mayor Copenhaver said, thank you very much for your time. Mr. Orr said, thank you sir. Mayor Copenhaver replied, you bet. Mr. Orr said, alright, thank you.

11. ADJOURNMENT

A motion was made by Councilperson Chris Moore, seconded by Councilperson Joe Hafner, that this meeting be Adjourned. The motion PASSED with the following vote.

Aye: 11 - Brian Emison;Chris Moore;Chris Gibson;David McClain;Joe Hafner;Anthony Coleman;Janice Porter;John Street;Charles Coleman;LJ Bryant and Ann Williams

Absent: 1 - Kevin Miller

_____ Date: _____

Harold Copenhaver, Mayor

Attest:

_____ Date: _____

April Leggett, City Clerk



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-26:062

Agenda Date:

Version: 1

Status: Recommended to
Council

In Control: Finance & Administration Council Committee

File Type: Resolution

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 316 S MCCLURE, PARCEL 01-144183-21000, OWNED BY SBREME, LLC IN THE AMOUNT OF \$465

LEGAL DESCRIPTION: FLINT S ADD PT LOT 4

WHEREAS, SBREME, LLC, the owner of record, was properly notified of a code violation at 316 S MCCLURE, and refused to remove or correct the conditions identified by the code enforcement officer of the City of Jonesboro, Arkansas; and,

WHEREAS, the code enforcement officer corrected the code violation on 03/27/2026 using city funds in the amount of \$465; and,

WHEREAS, the City of Jonesboro seeks to perfect a lien against the affected property to cover the cost of the work pursuant to A.C.A 14-54-903.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, THAT:

Section 1: The city should proceed with placing a lien on the property located at 316 S. MCCLURE.



CITY OF JONESBORO
Code Enforcement
Request For Invoice

Date: 03/30/2026

To: Tosha Moss

Case #: 260189

Property Address: 316 S. MCCLURE
Jonesboro, AR 72401

APN# 01-144183-21000

Clean up/Haul off Letter Sent on: 03/04//2026

Comply by Date: 03/17/2026

Date of Clean up/Haul off Service: 03/27/2026

Need to send the following charges to this person.

Property Owner:
SBREME LLC
612 WALNUT ST.
JONESBORO, AR 72401

<u>ITEMS</u>	<u>AMOUNTS</u>
Filing Fees	\$15.00
Admin Fees	\$250.00
Contracted Clean up/Haul off	\$200.00
Total	\$465.00

Thank you,

Eric Schmett
Code Enforcement Division
PO Box 1845
Jonesboro, AR 72403



DATE	INVOICE NO
3/30/2026	0070321

BILL TO
Sbreme LLC 612 Walnut Street Jonesboro, AR 72401

DUE DATE
5/4/2026

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS OUTSTANDING BALANCE						0.00
Code Enforcement Charges:						
Filing Fee- 316 S McClure	1.00	15.00	15.00	0.00	0.00	15.00
Admin. Fee- 316 S McClure	1.00	250.00	250.00	0.00	0.00	250.00
Contracted Clean Up/Haul Off- 316 S McClure	1.00	200.00	200.00	0.00	0.00	200.00
INVOICE TOTAL:			465.00	0.00	0.00	465.00

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (870) 932-3042

Customer Name: Sbreme LLC
 Customer No: 025272
 Account No: 0036105 - Code Enforcement Charges

DUE DATE	INVOICE NO
5/4/2026	0070321

Please remit payment by the due date to:

City of Jonesboro
 300 South Church Street
 PO Box 1845
 Jonesboro, AR 72403

If payment is not made within (30) days, the lien may be certified to Craighead County for collection on real estate taxes or City may pursue a judicial foreclosure in accordance with Ark. Code Ann. § 14-54-904.

Invoice Total:	465.00
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	465.00
INVOICE BALANCE:	\$465.00
AMOUNT PAID:	_____



JONESBORO

ARKANSAS

03/04/2026

SBREME LLC
612 WALNUT ST
JONESBORO AR 72401

Case #: 260189

In regards to property located at 316 S MCCLURE, JONESBORO, AR 72401.

Dear: SBREME LLC

Our records show that you own the property listed above. We have observed that property has mattresses, totes, and other trash under the carport that needs to be stored indoors or disposed of. We are sending this letter and are allowing you the opportunity to correct the violation(s) mentioned below by the end of the day on 03/17/2026. If the issue is not corrected by the date listed, the City will hire a contractor to clean up all items causing the violations, and place a lien on your property. Please call the Code Enforcement Office at (870) 933-4658 if you have any questions. If you would like to view the ordinance in violation online, they are available on City Clerk section of www.jonesboro.org

Section:

30-5 Unlawful storage

870-273-2336

Chris Martin
Code Enforcement Officer
Jonesboro, AR 72401



Invoice# : 70273
Case# : 260189

Invoice Notice Mailed Prior to 05/04/2026

SBREME LLC
612 WALNUT
JONESBORO, AR 72401

Subject: 316 S MCCLURE Parcel# 01-144183-21000

This is notification that the property mentioned above is subject to a lien for cost and expenses due to the City of Jonesboro for correcting code violations. This lien will be placed on the agenda for approval before the City Council of the City of Jonesboro on 06/16/2026.

The Council Meeting is at 5:30pm in the Municipal Building Council Chambers located at 300 S. Church St.

You have the right to appear and contest this action.

Should you have any question about this process, please call the Code Enforcement Office at 870-933-4658.

Thank you,

A handwritten signature in black ink, appearing to read "S. Roper", written over a horizontal line.

Scott Roper
Director of Code Enforcement
City of Jonesboro
300 S. Church Street
Jonesboro, AR 72401
Phone: 870-933-4658



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-26:064

Agenda Date:

Version: 1

Status: Recommended to Council

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION FOR THE CITY OF JONESBORO TO APPROVE THE FY2026-2027 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN THAT INCLUDES THE FY2026-2027 CDBG PROJECTS, ACTIVITIES AND BUDGET

WHEREAS, the City of Jonesboro, Arkansas has held two public hearings and one public review and comment period for the CDBG Annual Action Plan; and,

WHEREAS, the FY2026-2027 CDBG Annual Action Plan is in the fifth year of the (2022-2026) Five-Year Consolidated Plan designed to address goals set for community needs; and,

WHEREAS, the FY2026-2027 CDBG Annual Action Plan contains the projects, activities and budget for the federal allocation amount of \$717,683. The FY2026-2027 Annual Action Plan budget is listed below:

CDBG FY2026-2027 BUDGET ALLOCATION:	\$717,683.00
ADMINISTRATION	\$143,536.60
PUBLIC SERVICES	\$107,652.00
1. Jonesboro Church Health Center	\$14,996.07
2. Family Crisis Center	\$14,807.89
3. Hispanic Community Services, Inc.	\$14,561.37
4. CASA of the 2nd Judicial District	\$11,500.00
5. Foundation of Arts	\$12,222.26
6. City Youth Ministries	\$11,123.63
7. Sure Foundation	\$11,068.70
8. Jonesboro Business Association	\$ 9,338.35
9. North Jonesboro Community Development Corp.	\$ 8,033.73
LOW AND MOD (LMI) INCOME HOMEOWNER REHABS	\$ 99,973.24
HOMELESSNESS (St. Bernard's Development Foundation)	\$ 19,177.00
FIRST TIME HOMEBUYER PROGRAM	\$ 15,000.00
PUBLIC INFRASTRUCTURE	\$332,344.16

NOW, THEREFORE, LET IT BE RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The FY2026-2027 Annual Action Plan, attached hereto, is hereby approved by the City Council.

SECTION 2: The FY2026-2027 CDBG projects, activities and budget are hereby approved for the Annual Action Plan.

SECTION 3: The Grants and Community Development Department are hereby authorized by the City Council for the City of Jonesboro, AR to submit all necessary documents for the FY2026-2027 CDBG Program.

SECTION 4: The City Council does hereby authorize the Mayor and the Mayor's designees to execute all agreements and contracts regarding the future award of the FY2026-2027 CDBG Program funding.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-26:065

Agenda Date:

Version: 1

Status: Recommended to
Council

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY AND ADMINISTRATION PLAN

WHEREAS, RES-25:197 amended the City Salary and Administration Plan and list of approved job titles; and,

WHEREAS, city administration continually monitors and reviews department requests in an effort to improve efficiency, provide comparable compensation in respect to duties and / or provide increased community benefit; and

WHEREAS, a mid-year review of city staffing requests has determined that adjustments are necessary to address department needs; and

WHEREAS, resulting from either employee retirement or position openings, these changes will result in either a neutral budget impact or a favorable budget position in Salaries expense in the 2026 Budget, and

WHEREAS, the attached listing of changes will not require an amendment to the 2026 Budget; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing to maintain facilities and service levels for the City, to amend the Salary and Administration Plan.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF
JONESBORO, ARKANSAS THAT:

Section 1: The attached listing of Approved Job Titles of the Salary & Administration Plan is hereby adopted.

PERMIT COORDINATOR

Job Description

Exempt:	No
Department:	Inspections
Reports To:	Chief Building Inspector
Location:	Municipal Complex Jonesboro AR
Date Prepared:	June 4, 2026
Date Revised:	

GENERAL DESCRIPTION OF POSITION

The Permit Coordinator performs technical and administrative work supporting the City's development review and permitting processes. This position serves as a primary point of contact for residents, contractors, developers, and business owners seeking permits and approvals. The Permit Coordinator coordinates permit applications through multiple departments, assists applicants in understanding requirements, maintains permit records, and supports the efficient administration of development review activities.

The position requires knowledge of permitting procedures, customer service principles, and municipal regulations. Work is performed independently within established policies and procedures and requires frequent interaction with Planning, Engineering, Building Inspections, Fire, and other City departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Permit Processing and Coordination

- Receives, reviews, and processes permit applications for completeness and compliance with established submittal requirements.
- Coordinates application routing among Planning, Engineering, Building Inspections, Fire, and other reviewing departments.
- Tracks permit applications and development projects through the review process and provides status updates to applicants.
- Assists in scheduling inspections, plan reviews, and related development review activities.
- Maintains permit tracking systems and ensures timely processing of applications.

Customer Service and Public Assistance

- Serves as a primary customer service contact for permit applicants, contractors, developers, business owners, and the general public.
- Provides front counter, telephone, and electronic support regarding permitting procedures, application requirements, fees, and review timelines.
- Assists customers in understanding zoning regulations, development requirements, and City permitting processes.
- Responds to inquiries and resolves routine issues or directs customers to appropriate staff.

Compliance and Review Support

- Performs preliminary reviews of permit applications for completeness and required documentation.
- Assists staff in verifying compliance with zoning regulations, building codes, engineering standards, and fire safety requirements.
- Coordinates the collection of comments and review findings from multiple departments.
- Assists with permit issuance after required approvals have been obtained.

Documentation and Records Management

- Maintains accurate permit files, plans, inspection records, correspondence, and related documents.
- Ensures proper filing, archiving, retention, and retrieval of records in accordance with City policies and applicable laws.
- Prepares reports, correspondence, and documentation related to permit activities.
- Updates electronic databases and permitting software systems.

Process Improvement and Administrative Support

- Identifies workflow inefficiencies and recommends improvements to permitting and review processes.
- Assists in implementing standardized procedures and customer service practices across departments.
- Coordinates internal review meetings and project discussions.
- Prepares meeting agendas, distributes materials, and documents decisions and action items.
- Compiles permit activity data and assists with operational reporting.

Other Duties

- Assists with special projects related to development services operations.
- Attends meetings, training sessions, and professional development activities as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school diploma or GED required; Associate degree in Public Administration, Construction Management, Planning, Engineering Technology, Business Administration, or a related field preferred. Two (2) years of experience in permitting, municipal government, construction administration, planning, inspections, engineering support, or a related field.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to perform basic mathematical calculations involving addition, subtraction, multiplication, division, percentages, and fee calculations.

CRITICAL THINKING SKILLS

Ability to analyze information, identify inconsistencies, apply established policies and procedures, and resolve routine permitting and customer service issues.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

This position has no direct supervisory responsibilities.

Supervises the following departments: none

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

Position supports permit processing and fee collection activities but does not have budgetary authority.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with employees across departments to coordinate permit reviews, obtain information, and facilitate project completion.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions, wet or humid conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, talk or hear; and frequently required to sit; occasionally required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and distance vision.

ADDITIONAL INFORMATION

Not indicated.



Marketing & Community Outreach Coordinator Job Description

Exempt:	No
Department:	Communications Department
Reports To:	Chief Administration Officer
Location:	City Hall, Jonesboro, AR
Date Prepared:	June 3, 2026
Date Revised:	
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Marketing & Community Outreach Coordinator is responsible for coordinating the City's public information, media relations, community engagement, outreach activities, and strategic communications initiatives. The position serves as a primary liaison between the City, media organizations, community groups, stakeholders, and the public, promoting awareness of City programs, services, projects, and initiatives.

Under the direction of the Chief Administrative Officer, the incumbent develops and coordinates communication and outreach efforts designed to increase citizen engagement, strengthen community relationships, enhance transparency, and support organizational goals. The position provides professional communications support to City Administration and departments through media coordination, public information activities, event management, community outreach, executive communications, and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate and implement community outreach, public information, marketing, and citizen engagement initiatives that promote awareness of City programs, services, projects, and events.
2. Serve as a primary contact for media inquiries and coordinate outbound media communications, press releases, public notices, and related communication materials as directed by City Administration.
3. Develop and maintain effective working relationships with media representatives, community organizations, civic groups, businesses, educational institutions, neighborhood organizations, and other stakeholders.
4. Coordinate and manage community events, public engagement activities, outreach initiatives, special events, conferences, summits, public meetings, and City-sponsored programs.
5. Coordinate and support special event requests submitted by citizens, organizations, businesses, and community groups.
6. Represent the City at public events, community meetings, outreach activities, speaking engagements, and public functions as assigned.
7. Coordinate with City Administration to develop public information materials, educational

resources, reports, presentations, newsletters, correspondence, and community outreach campaigns.

8. Assist in the development and implementation of communication, public information, branding, marketing, multimedia, and community engagement programs.
9. Coordinate with City Administration in implementing communication and public engagement initiatives designed to increase community awareness, transparency, and citizen participation.
10. Prepare speeches, correspondence, reports, communication studies, presentations, multimedia materials, videos, public information documents, and other communication resources as requested.
11. Gather, compile, organize, and consolidate departmental information and reports for distribution to City Administration, City Council, and other stakeholders.
12. Provide assistance with Freedom of Information Act requests and public information inquiries in accordance with applicable laws and City policies.
13. Serve as a public liaison during emergency situations, critical incidents, special events, and other activities requiring public communication and coordination.
14. Manage and coordinate special projects, public engagement initiatives, conferences, summits, community meetings, and assigned outreach programs.
15. Assist City departments with communication planning, writing projects, graphic content, marketing initiatives, digital communication efforts, and citizen engagement activities.
16. Monitor outreach activities and communication efforts and provide recommendations for improving public awareness, community engagement, and participation.
17. Maintain records, schedules, communication materials, event documentation, and outreach activity reports.
18. Attend meetings, conferences, community events, and public functions as required.
19. Operate a City vehicle in the performance of assigned duties.
20. Perform all other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree in Communications, Public Relations, Marketing, Journalism, Public Administration, Business Administration, or a closely related field or four (4) years of progressively responsible experience in communications, public information, marketing, community outreach, public relations, event coordination, or a related field; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to analyze information, evaluate alternatives, exercise sound judgment, and make decisions within established policies and procedures. Ability to manage multiple projects, prioritize assignments, resolve problems, and respond appropriately to changing circumstances involving public information, community outreach, and communication activities.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Social Media Management Platforms
- Content Creation and Communication Software

Intermediate:

- Microsoft Excel
- Website Content Management Systems
- Graphic Design and Multimedia Applications
- Database Systems

Basic:

- Contact Management Software
- Online Collaboration Platforms
- Video Conferencing Software

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY**FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl.

ADDITIONAL INFORMATION

Not indicated.

Digital Media Specialist Job Description

Exempt:	No
Department:	Communications Department
Reports To:	Chief Administration Officer
Location:	City Hall, Jonesboro, AR
Date Prepared:	June 3, 2026
Date Revised:	
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Digital Media Specialist is responsible for coordinating and administering the City's digital communications, multimedia production, website content management, social media platforms, livestream broadcasts, audiovisual systems, and public information technologies. The position develops, produces, and distributes digital content designed to inform citizens, promote City programs and services, and support organizational communication objectives.

Under the direction of the Chief Administrative Officer, the incumbent manages the City's digital communication platforms, coordinates multimedia projects, maintains website content, supports public information efforts, and provides technical expertise related to digital media, broadcasting, branding, accessibility compliance, and communication technologies. The position exercises considerable independent judgment in planning and carrying out assigned projects while ensuring consistency, accuracy, and professionalism in public communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the operation, strategic utilization, livestream production, audiovisual systems, broadcast infrastructure, and multimedia production activities of the City's television station and media production studio.
2. Develop, produce, distribute, maintain, and manage the City's digital communications, branding, social media platforms, multimedia content, livestream broadcasts, website content, public information resources, and related communication channels.
3. Maintain, update, troubleshoot, and administer the City's website and associated online communication platforms.
4. Coordinate website content updates and assist departments in maintaining accurate, current, accessible, and user-friendly public information.
5. Assist in the development and implementation of communication, public information, digital media, multimedia, branding, and marketing programs.
6. Coordinate with City Administration in implementing communication initiatives designed to enhance digital communications, website functionality, social media engagement, and public awareness.
7. Coordinate and respond to Freedom of Information Act requests and public information inquiries in accordance with applicable laws and City policies.

8. Prepare speeches, correspondence, analytics reports, communication studies, strategic reports, presentations, multimedia materials, videos, graphics, and other public information content as requested.
9. Provide guidance and technical support to City departments regarding digital communications, social media administration, branding standards, website content management, accessibility requirements, multimedia production, and public information practices.
10. Assist City departments with graphic design, writing projects, creative content development, digital communications, multimedia production, and public information initiatives.
11. Monitor website performance, social media engagement, digital communication metrics, and communication effectiveness and provide recommendations for improvement.
12. Coordinate livestream broadcasts of City meetings, public events, special projects, and community activities.
13. Ensure compliance with branding standards, website accessibility requirements, FCC regulations, and established communication guidelines.
14. Research emerging communication technologies and recommend improvements to digital communication platforms, processes, and public engagement tools.
15. Maintain records, archives, digital assets, media files, communication materials, production schedules, and website content.
16. Attend meetings, public events, training programs, and professional development activities as required.
17. Operate a City vehicle in the performance of assigned duties.
18. Perform all other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree in Communications, Digital Media, Marketing, Journalism, Multimedia Production, Graphic Design, Information Technology, Public Relations, or a closely related field or four (4) years of progressively responsible experience in digital communications, multimedia production, website administration, marketing, broadcasting, public information, or a related field; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

COMMUNICATION SKILLS

Ability to prepare reports, correspondence, presentations, website content, public information materials, multimedia content, and communication resources. Ability to communicate effectively with elected officials, employees, media representatives, vendors, and the general public. Ability to explain technical information to non-technical users and provide communication support to multiple departments.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to analyze information, evaluate alternatives, troubleshoot technical and communication-related issues, and exercise sound judgment within established policies and procedures. Ability to manage multiple projects, prioritize assignments, coordinate deadlines, and adapt to changing communication needs and technologies.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced:

- Website Content Management Systems
- Microsoft Word
- Microsoft PowerPoint
- Social Media Management Platforms
- Graphic Design and Multimedia Software
- Video Editing Software

Intermediate:

- Microsoft Excel
- Database Systems
- Photography and Digital Asset Management Software
- Livestream and Broadcasting Platforms

Basic:

- Contact Management Software
- Collaboration Platforms
- Video Conferencing Software

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

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ADDITIONAL INFORMATION

Not indicated.

Overview of Revisions

Non-Uniform Revised Pay Grades & Salaries

Full-Time Job Titles	Department	New/ Existing Grade	Previous Grade
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Regraded Position - already included in budgeted Headcount

Digital Media Specialist	Communications	118	115
Marketing & Community Outreach Coordinator	Communications	118	115
Public Information Specialist	Police	115	113

New Position - additional budgeted Headcount (0)

Assistant Finance Director* (a)	Finance	121
Eliminate Position: Finance Manager*	Finance	120
Permit Technician (b)	Inspections	114
Eliminate Position: Open Admin Assistant	Engineering	109

Existing Position - additional budgeted Headcount (0)

Engineer*	Engineering	124
Eliminate Position: Open GIS Coordinator*	Engineering	118

(a) Establish the current role of Assistant Director as a position consistent within other departments of the city.

(b) Position identified as necessary for implementation of Matrix Study.

(*) Positions are exempt

Revisions in Red

All Min-Mid-Max Salary columns were adjusted for the COLA increase per the proposed budget					
Approved Full-Time Job Titles Non-Uniform	Department	Pay Grade	Min Salary	Mid Salary	Max Salary
Chief of Staff*	Mayor's Office	133	\$110,244	\$140,339	\$170,434
Chief Engineer*	Engineering	132	\$107,709	\$137,138	\$166,567
Chief Financial Officer*	Finance	131	\$103,755	\$131,935	\$160,115
Chief Administrative Officer*	Mayor's Office	131	\$103,755	\$131,935	\$160,115
Chief Operations Officer*	Mayor's Office	131	\$103,755	\$131,935	\$160,115
Sr. Finance Director*	Finance	127	\$87,931	\$112,162	\$136,392
Director of Planning*	Planning	125	\$80,018	\$101,774	\$123,530
Director of Animal Services*	Animal Services	124	\$74,570	\$95,728	\$116,885
Assistant City Attorney*	Attorney	124	\$74,570	\$95,728	\$116,885
Director of Code Enforcement*	Code Enforcement	124	\$74,570	\$95,728	\$116,885
Director of Communications*	Communications	124	\$74,570	\$95,728	\$116,885
E911 Director*	E911	124	\$74,570	\$95,728	\$116,885
Civil Engineer*	Engineering	124	\$74,570	\$95,728	\$116,885
Engineer*	Engineering	124	\$74,570	\$95,728	\$116,885
Director of Community Development*	Grants	124	\$74,570	\$95,728	\$116,885
Director of Human Resources*	HR	124	\$74,570	\$95,728	\$116,885
Director of Information Systems*	Info Systems	124	\$74,570	\$95,728	\$116,885
Chief Bldg Official*	Inspections	124	\$74,570	\$95,728	\$116,885
Director of Transit*	JETS	124	\$74,570	\$95,728	\$116,885
Director of Facilities Maintenance*	Bldg Maintenance	124	\$74,570	\$95,728	\$116,885
MPO Director *	MPO	124	\$74,570	\$95,728	\$116,885
Director of Parks & Rec*	Parks	124	\$74,570	\$95,728	\$116,885
Sanitation Superintendent*	Sanitation	124	\$74,570	\$95,728	\$116,885
Street Superintendent*	Street	124	\$74,570	\$95,728	\$116,885
Construction Project Coordinator*	Engineering	123	\$69,253	\$88,158	\$107,064
Assistant Finance Director*	Finance	121	\$64,194	\$81,629	\$99,064
Assistant Director of Parks & Rec*	Parks	121	\$64,194	\$81,629	\$99,064
Assistant Street Superintendent*	Street	121	\$64,194	\$81,629	\$99,064
Eliminate Position: Finance Manager*	Finance	120	\$60,238	\$76,837	\$93,437
City Accountant*	Finance	119	\$56,281	\$71,828	\$87,373
Purchasing Finance Specialist	Finance	119	\$56,281	\$71,828	\$87,373
Community Services Manager*	Grants	119	\$56,281	\$71,828	\$87,373
Network Administrator*	Info Systems	119	\$56,281	\$71,828	\$87,373
Security Analyst*	Info Systems	119	\$56,281	\$71,828	\$87,373
Digital Media Specialist	Communications	118	\$51,299	\$66,212	\$81,124
Marketing & Community Outreach Coordinator	Communications	118	\$51,299	\$66,212	\$81,124
Contract Coordinator	Engineering	118	\$51,299	\$66,212	\$81,124
Eliminate Position: GIS Coordinator*	Engineering	118	\$51,299	\$66,212	\$81,124
Stormwater Program Manager*	Engineering	118	\$51,299	\$66,212	\$81,124
Traffic Operations Manager	Engineering	118	\$51,299	\$66,212	\$81,124
Civilian Mechanic/Emerg Vehicle Technician	Fire	118	\$51,299	\$66,212	\$81,124

(*) Positions are exempt

Approved Full-Time Job Titles Non-Uniform	Department	Pay Grade	Min Salary	Mid Salary	Max Salary
Grants & Finance Specialist	Grants	118	\$51,299	\$66,212	\$81,124
Grants Writer	Grants	118	\$51,299	\$66,212	\$81,124
Parks Maintenance Superintendent*	Parks	118	\$51,299	\$66,212	\$81,124
Parks Maintenance Supervisor/(Sexton)*	Parks	118	\$51,299	\$66,212	\$81,124
Wellness Supervisor	Police	118	\$51,299	\$66,212	\$81,124
Fleet Supervisor*	Sanitation	118	\$51,299	\$66,212	\$81,124
Sanitation Supervisor*	Sanitation	118	\$51,299	\$66,212	\$81,124
Street Drainage Supervisor*	Street	118	\$51,299	\$66,212	\$81,124
Street Maintenance Supervisor*	Street	118	\$51,299	\$66,212	\$81,124
Collector*	Finance	117	\$48,390	\$62,280	\$76,170
Transit Field Supervisor*	JETS	117	\$48,390	\$62,280	\$76,170
Transit Option Supervisor*	JETS	117	\$48,390	\$62,280	\$76,170
E911 Deputy Director	E911	116	\$46,451	\$59,861	\$73,270
City Surveyor	Engineering	116	\$46,451	\$59,861	\$73,270
Construction Outreach Coordinator	Engineering	116	\$46,451	\$59,861	\$73,270
Network Technician	Info Systems	116	\$46,451	\$59,861	\$73,270
Transportation Option Coordinator	JETS	116	\$46,451	\$59,861	\$73,270
Sr Building Maintenance Technician	Bldg Maintenance	116	\$46,451	\$59,861	\$73,270
Sr HVAC Technician	Bldg Maintenance	116	\$46,451	\$59,861	\$73,270
Senior Planner	Planning	116	\$46,451	\$59,861	\$73,270
Radio Technician	Police	116	\$46,451	\$59,861	\$73,270
Sr Deputy City Clerk	City Clerk	115	\$44,511	\$57,511	\$70,510
E911 Shift Leader	E911	115	\$44,511	\$57,511	\$70,510
Training Coordinator	E911	115	\$44,511	\$57,511	\$70,510
Finance Specialist	Finance	115	\$44,511	\$57,511	\$70,510
HR Generalist	HR	115	\$44,511	\$57,511	\$70,510
Sr Computer Technician	Info Systems	115	\$44,511	\$57,511	\$70,510
MPO Planner	MPO	115	\$44,511	\$57,511	\$70,510
Public Information Specialist	Police	115	\$44,511	\$57,511	\$70,510
Shop Supervisor	Police	115	\$44,511	\$57,511	\$70,510
Victim Services/CIT Coordinator	Police	115	\$44,511	\$57,511	\$70,510
Sr Animal Services Officer	Animal Services	114	\$42,572	\$54,671	\$66,768
Jr Deputy City Clerk	City Clerk	114	\$42,572	\$54,671	\$66,768
Sr Code Enforcement Officer	Code Enforcement	114	\$42,572	\$54,671	\$66,768
GIS Analyst	Engineering	114	\$42,572	\$54,671	\$66,768
Signal Technician II	Engineering	114	\$42,572	\$54,671	\$66,768
Sr Construction Inspector	Engineering	114	\$42,572	\$54,671	\$66,768
Sr Inspector	Inspections	114	\$42,572	\$54,671	\$66,768
Permit Technician	Inspections	114	\$42,572	\$54,671	\$66,768
Marketing Coordinator	JETS	114	\$42,572	\$54,671	\$66,768
HVAC Technician	Bldg Maintenance	114	\$42,572	\$54,671	\$66,768
Adaptive Recreation Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Concession Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Pool Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Program Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768

(*) Positions are exempt

Approved Full-Time Job Titles Non-Uniform	Department	Pay Grade	Min Salary	Mid Salary	Max Salary
Softball Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Youth Sports Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Planner II	Planning	114	\$42,572	\$54,671	\$66,768
Mechanic/Electronics Technician	Police	114	\$42,572	\$54,671	\$66,768
Sr Court Services Officer	Court Services	113	\$40,633	\$52,324	\$64,015
Grants Project Coordinator	Grants	113	\$40,633	\$52,324	\$64,015
Rehab Project Coordinator	Grants	113	\$40,633	\$52,324	\$64,015
Computer Technician II	Info Systems	113	\$40,633	\$52,324	\$64,015
Facilities Maintenance Coordinator	Bldg Maintenance	113	\$40,633	\$52,324	\$64,015
Community Center Manager*	Parks	113	\$40,633	\$52,324	\$64,015
Crime Analyst - PD	Police	113	\$40,633	\$52,324	\$64,015
Records Clerk Supervisor - PD	Police	113	\$40,633	\$52,324	\$64,015
Sr Video Analyst	Police	113	\$40,633	\$52,324	\$64,015
CDL/Equipment Trainer	Street	113	\$40,633	\$52,324	\$64,015
Office Manager	Various Departments	113	\$40,633	\$52,324	\$64,015
Code Enforcement Specialist	Code Enforcement	112	\$38,693	\$49,517	\$60,340
E911 Dispatcher/Call-Taker	E911	112	\$38,693	\$49,517	\$60,340
Construction Inspector	Engineering	112	\$38,693	\$49,517	\$60,340
Signal Technician I	Engineering	112	\$38,693	\$49,517	\$60,340
Accounting Technician II	Finance	112	\$38,693	\$49,517	\$60,340
Payroll Specialist	Finance	112	\$38,693	\$49,517	\$60,340
Inspector	Inspections	112	\$38,693	\$49,517	\$60,340
Parks Crew Leader	Parks	112	\$38,693	\$49,517	\$60,340
Evidence/Property Tech	Police	112	\$38,693	\$49,517	\$60,340
FOIA Transparency Technician	Police	112	\$38,693	\$49,517	\$60,340
Video Analyst	Police	112	\$38,693	\$49,517	\$60,340
Street Crew Leader	Street	112	\$38,693	\$49,517	\$60,340
Fleet Technician II	Street/Sanitation	112	\$38,693	\$49,517	\$60,340
Animal Services Officer	Animal Services	111	\$36,958	\$47,717	\$58,475
Code Enforcement Officer	Code Enforcement	111	\$36,958	\$47,717	\$58,475
HR Representative	HR	111	\$36,958	\$47,717	\$58,475
Transit Route Coordinator	JETS	111	\$36,958	\$47,717	\$58,475
Park Ranger	Parks	111	\$36,958	\$47,717	\$58,475
Cartographer	Planning	111	\$36,958	\$47,717	\$58,475
Planning Technician	Planning	111	\$36,958	\$47,717	\$58,475
Sex Offender Register Specialist	Police	111	\$36,958	\$47,717	\$58,475
Animal Services Technician	Animal Services	110	\$35,453	\$45,438	\$55,422
Paralegal	Attorney	110	\$35,453	\$45,438	\$55,422
Court Services Officer	Court Services	110	\$35,453	\$45,438	\$55,422
Accounting Technician	Finance	110	\$35,453	\$45,438	\$55,422
Budget Specialist	Finance	110	\$35,453	\$45,438	\$55,422
Computer Technician I	Info Systems	110	\$35,453	\$45,438	\$55,422
Mechanic - Transit	JETS	110	\$35,453	\$45,438	\$55,422
Paratransit Coordinator	JETS	110	\$35,453	\$45,438	\$55,422
Transit Route Driver	JETS	110	\$35,453	\$45,438	\$55,422

(*) Positions are exempt

Approved Full-Time Job Titles Non-Uniform	Department	Pay Grade	Min Salary	Mid Salary	Max Salary
Assistant Youth Sports Coordinator	Parks	110	\$35,453	\$45,438	\$55,422
Records/Recruiting	Police	110	\$35,453	\$45,438	\$55,422
Equipment Operator III	Street	110	\$35,453	\$45,438	\$55,422
Fleet Technician I	Street	110	\$35,453	\$45,438	\$55,422
Adoption/Rescue Coordinator	Animal Services	109	\$34,590	\$44,267	\$53,942
Legal Assistant - Secretary	Attorney	109	\$34,590	\$44,267	\$53,942
Accounts Payable Specialist	Finance	109	\$34,590	\$44,267	\$53,942
ParaTransit Driver	JETS	109	\$34,590	\$44,267	\$53,942
Maintenance Technician	Bldg Maintenance	109	\$34,590	\$44,267	\$53,942
Social Media Specialist	Parks	109	\$34,590	\$44,267	\$53,942
Planner I	Planning	109	\$34,590	\$44,267	\$53,942
CID Secretary	Police	109	\$34,590	\$44,267	\$53,942
Property Technician	Police	109	\$34,590	\$44,267	\$53,942
Equipment Operator II	Street/Sanitation	109	\$34,590	\$44,267	\$53,942
Administrative Assistant	Various Departments	109	\$34,590	\$44,267	\$53,942
Receptionist/Clerk	Info Systems	108	\$33,646	\$43,440	\$53,234
Mechanic Helper/Assistant	JETS	108	\$33,646	\$43,440	\$53,234
Cemetery Assistant	Parks	108	\$33,646	\$43,440	\$53,234
Background Tech	Police	108	\$33,646	\$43,440	\$53,234
Records Clerk	Police	108	\$33,646	\$43,440	\$53,234
Welder	Street	108	\$33,646	\$43,440	\$53,234
Equipment Operator I	Street/Sanitation	108	\$33,646	\$43,440	\$53,234
Fleet Service Worker	Street/Sanitation	108	\$33,646	\$43,440	\$53,234
Kennel Master	Animal Services	107	\$32,168	\$41,227	\$50,285
Building Maintenance Worker	Bldg Maintenance	107	\$32,168	\$41,227	\$50,285
Custodian	Parks	107	\$32,168	\$41,227	\$50,285
Park Maintenance Worker	Parks	107	\$32,168	\$41,227	\$50,285
Sanitation Worker	Sanitation	107	\$32,168	\$41,227	\$50,285
Street Maintenance Worker	Street	107	\$32,168	\$41,227	\$50,285

(*) Positions are exempt



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-26:060

Agenda Date:

Version: 1

Status: Recommended to
Council

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION REQUESTING FREE UTILITY SERVICES FROM CITY WATER AND LIGHT FOR CITY-OWNED PROPERTY

WHEREAS, the City of Jonesboro is requesting that City Water and Light provide free utilities at the following location:

301 W. Monroe Street

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: That City Water and Light requested by this resolution to provide free utilities to the location listed above.

Section 2: To permit such services to be provided without charge, the City of Jonesboro hereby affirms to City Water and Light that the ultimate use of CWL utilities so provided is now and shall remain a use or purpose which the City is engaged in as part of its governmental or proprietary functions under authority to it by state law.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: ORD-26:018

Agenda Date: 6/16/2026

Version: 1

Status: First Reading

In Control: City Council

File Type: Ordinance

AN ORDINANCE TO AMEND CHAPTER 117, KNOWN AS THE ZONING ORDINANCE PROVIDING FOR CHANGES IN ZONING BOUNDARIES FROM R-1 TO PD PLANNED DEVELOPMENT FOR PROPERTY LOCATED AT 1004 N. CARAWAY ROAD AS REQUESTED BY DAVID TAPP

BE IT ORDAINED BY THE CITY COUNCIL OF JONESBORO, ARKANSAS:

SECTION 1: CHAPTER 117, KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO, ARKANSAS BE AMENDED AS RECOMMENDED BY THE METROPOLITAN AREA PLANNING COMMISSION BY THE CHANGES IN ZONING CLASSIFICATION AS FOLLOWS:

FROM: **Residential R-1**
TO: **PD Planned Development**

THE FOLLOWING DESCRIBED PROPERTY:

LEGAL DESCRIPTION:

A PART OF THE NORTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 9, TOWNSHIP 14 NORTH, RANGE 4 EAST, CRAIGHEAD COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 9, TOWNSHIP 14 NORTH, RANGE 4 EAST, CRAIGHEAD COUNTY, ARKANSAS; THENCE SOUTH 01°02'25" WEST, ALONG THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 9, A DISTANCE OF 520.92 FEET TO A POINT; THENCE SOUTH 88°44'17" EAST. DEPARTING FROM SAID WEST LINE, A DISTANCE OF 29.29 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 88.44'17" EAST, A DISTANCE OF 200.71 FEET TO A POINT; THENCE NORTH 01°02'25" EAST, A DISTANCE OF 214.72 FEET TO A POINT; THENCE SOUTH 88°43'09" EAST, A DISTANCE OF 36.54 FEET TO A POINT; THENCE NORTH 19°14'13" WEST, A DISTANCE OF 299.36 FEET TO A POINT LYING ON THE SOUTHERLY RIGHT-OF-WAY LINE OF GREENSBORO ROAD; THENCE NORTH 48°15'05" EAST. ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, A DISTANCE OF 44.86 FEET TO A POINT LYING

ON THE NORTH LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 9: THENCE NORTH 89°51'30" EAST, ALONG SAID NORTH LINE AND DEPARTING FROM SAID SOUTHERLY RIGHT-OF-WAY LINE, A DISTANCE OF 1,132.93 FEET TO THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 9: THENCE SOUTH 00°49'04" WEST, ALONG THE EAST LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 9, A DISTANCE OF 655.11 FEET TO THE SOUTHEAST CORNER OF THE NORTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 9; THENCE SOUTH 89°52'31" WEST, ALONG THE SOUTH LINE OF THE NORTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 9, A DISTANCE OF 1,301.60 FEET TO A POINT LYING ON THE EASTERLY RIGHT-OF-WAY LINE OF NORTH CARAWAY ROAD; THENCE NORTH 00°54'09" EAST, ALONG SAID EASTERLY RIGHT-OF-WAY LINE, A DISTANCE OF 133.13 FEET TO THE POINT OF BEGINNING.
CONTAINING IN ALL 752,353 SQ_ FT. OR 17.27 ACRES, MORE OR LESS
SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS-OF-WAY OF RECORD.

SECTION 2: THE REZONING OF THIS PROPERTY SHALL ADHERE TO THE FOLLOWING STIPULATIONS:

- 1) That the proposed site shall satisfy all requirements of the City Engineer, all requirements of the current Stormwater Drainage Design Manual, Flood Plain Regulations, and Traffic Access Management Policy regarding any new development.
- 2) A final site plan subject to all ordinance requirements and illustrating compliance with the site requirements for parking, signage, landscaping, fencing, buffering, outdoor storage, dumpster enclosure, sidewalks, etc. shall be submitted, reviewed, and approved by the Planning Department prior to any redevelopment of the property.
- 3) Any change of use shall be subject to Planning Department approval in the future.
- 4) This development shall comply with all Overlay District requirements.

City of Jonesboro Metropolitan Area Planning Commission
Staff Report – RZ 26-08
300 S. Church Street/Municipal Center
For Consideration by Planning Commission on June 9, 2026

REQUEST: To consider a rezoning of 1004 N Caraway Rd (Parcel #01-144093-0030)

PURPOSE: A request to consider recommendation to Council for a rezoning from “R-1”, single family moderate intensity district, to PD Planned Development

APPLICANT: **David Tapp**

LOCATION: 1004 N Caraway Rd

SITE

DESCRIPTION: **Total Size:** Approx. 17.27 Acre- 752,353 S.F.
Street Frontage: Approx. 133.13 ft Caraway Rd and 44.86 ft along Greensboro Rd

Existing Development: Circa 2002, and 2003 this site was designed and approved as a subdivision.

SURROUNDING CONDITIONS:

ZONE	LAND USE
North	R-1 – Residential
South	R-1
East	R-1 Vacant Land
West	R-1

HISTORY:

ZONING ANALYSIS:

City Planning Staff has reviewed the proposed Zone Change and offers the following findings:

Comprehensive Plan Land Use Map:

The Current/Future Land Use Map recommends this location as a **Moderate Intensity Residential**.

Moderate Intensity:

A wider mix of land uses is appropriate in the moderate intensity sectors. Control of traffic is probably the most important consideration in this sector. Additionally, good building design, use of quality construction materials, and more abundant landscaping are important considerations in what is approved, more so than the particular use. Limits on hours of operation, lighting standards, screening from residential uses, etc. may be appropriate. Consideration should be given to appropriate locations of transit stops.

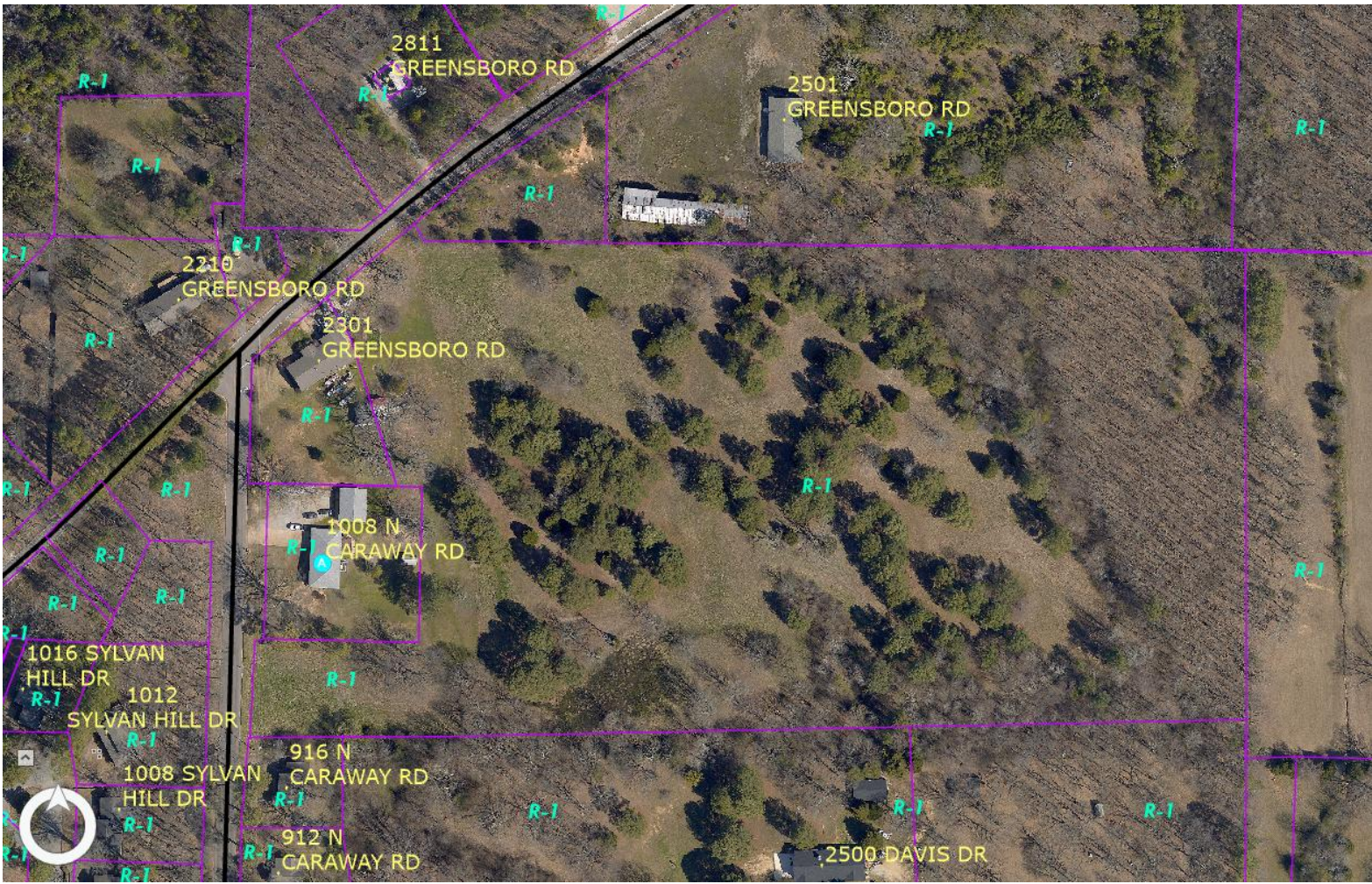
Typical Land Uses:

- Single Family Residential
- Attached Single Family, duplexes, triplexes and fourplexes
- Neighborhood retail, Neighborhood services
- Office parks
- Smaller medical offices
- Libraries, schools, other public facilities
- Senior living centers/nursing homes, etc.
- Community-serving retail
- Small supermarket
- Convenience store
- Bank
- Barber/beauty shop
- Farmer's Market
- Pocket Park

Density: 1/5 to 1/3 acre lots for Single Family

Height: 4 stories

Traffic: Approximately 300 peak hour trips (Commercial Only)



Land Use Map

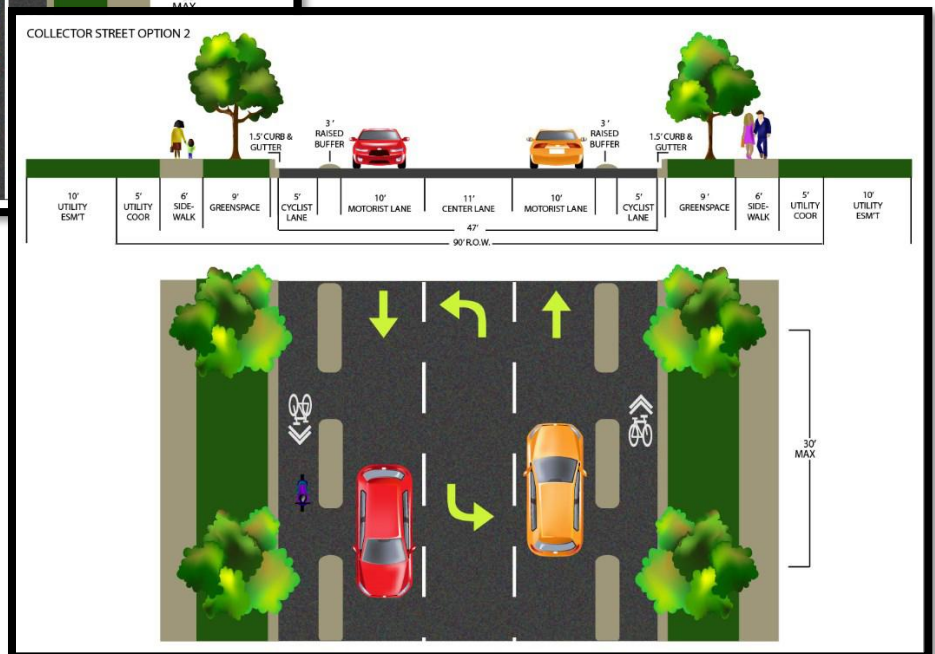
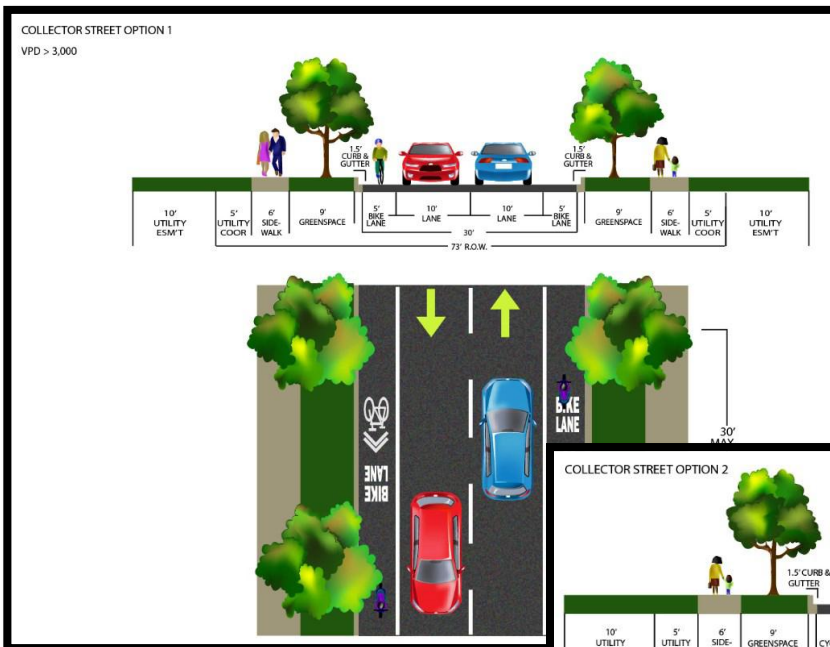
Master Street Plan/Transportation

The subject property will be served by N Caraway Rd and Greensboro Rd. The Master Street Plan classifies N Caraway Rd and Greensboro Rd as a Collector Street

Collectors provide for traffic movement between arterials and local streets. They carry moderate traffic volumes over moderate distances and have a higher degree of property access than arterials.







FUNCTION: A Collector Street is the traffic connection from Local Streets to Arterials, with the secondary function of providing access to adjoining property. The Collector system should not be continuous but should direct traffic to Arterials. This class of road is generally at a spacing of a quarter mile. At the time of the subdivision, the exact location and additional need for Collectors will be determined by the MAPC upon advice of the City Staff.

DESIGN: Cross-section selection shall be based on anticipated traffic volume and speed limit, or traffic impact analysis, if applicable. Design in accordance with AASHTO policy on Geometric design of highways and streets (current edition).



Approval Criteria- Chapter 117 - Amendments:

The criteria for approval of a rezoning are set out below. Not all the criteria must be given equal consideration by the MAPC or City Council in reaching a decision. The criteria to be considered shall include, but not be limited to the following.

Criteria	Explanations and Findings	Comply Y/N
(a) Consistency of the proposal with the Comprehensive Plan/Land Use Map	The proposed district rezoning is consistent with the Adopted Land Use Plan. This property is in the Moderate Intensity growth sector.	
(b) Consistency of the proposal with the purpose of Chapter 117-Zoning.	The proposal will achieve consistency with the purpose of Chapter 117, with compliance with all District standards.	
(c) Compatibility of the proposal with the zoning, uses and character of the surrounding area.	Compatibility is achieved with this rezoning considering the surrounding area includes residential zoning and uses.	
(d) Suitability of the subject property for the uses to which it has been restricted without the proposed zoning map amendment;	Without the proposed zoning map amendment, this property cannot develop as an Planned Development District use.	
(e) Extent to which approval of the proposed rezoning will detrimentally affect nearby property including, but not limited to, any impact on property value, traffic, drainage, visual, odor, noise, light, vibration, hours of use/operation and any restriction to the normal and customary use of the affected property;	With proper planning there should not be any adverse effects caused by the property.	
(f) Impact of the proposed development on community facilities and services, including those related to utilities, streets, drainage, parks, open space, fire, police, and emergency medical services	Minimal impact if rezoned because the area is already equipped to handle residential uses.	

Staff Findings:

Applicant's Purpose

The proposed area is currently classified as "R-1", single family medium density district. The applicant is applying for a rezoning to allow PD Planned Development

Rezoning this property is consistent with the *Jonesboro Comprehensive Plan* and the *Future Land Use Plan*.

Chapter 117 of the City Code of Ordinances/Zoning defines PD as follows:

It is the intent of this division to encourage development with superior living environments brought about through unified development, and to provide for the application of design ingenuity in such developments, while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan for development of the city. The PD provisions herein established, are intended to provide for greater flexibility in the design of buildings, yards, courts, circulation and open space than would otherwise be possible through the strict application of other district regulations and to produce:

- (1) A maximum choice in the type of environment and living units available to the public;
- (2) Open space and recreation areas, active and passive;
- (3) A pattern of development which preserves natural features, prevents soil erosion, and protects water quality;
- (4) A creative approach to the use of land and related physical development;
- (5) An efficient use of land resulting in smaller networks of utilities and streets, and thereby lowering costs; and
- (6) An environment of stable character

Departmental/Agency Reviews:

The following departments and agencies were contacted for review and comments. Note that this table will be updated at the hearing due to reporting information that will be updated in the coming days:

Department/Agency	Reports/ Comments	Status
Engineering	No issues were reported	
Streets/Sanitation	No issues were reported	
Police	No issues were reported	
Fire Department	No issues were reported	
MPO	No issues were reported	
Jets	No issues were reported	
Utility Companies	No issues were reported	
Code Enforcement	No issues were reported	

Conclusion:

The Planning Department Staff finds that the requested zone change submitted for the subject parcel should be evaluated based on the above observations and criteria of Case RZ-26-08 ; a request to rezone property “R-1”, single family High intensity district, to “PD” Planned Development District. The following conditions are recommended:

1. The proposed site shall satisfy all requirements of the City Engineer, all requirements of the current Stormwater Drainage Design Manual and Flood Plain Regulations regarding any new construction.
2. A final site plan subject to all ordinance requirements shall be submitted, reviewed, and approved by the Planning Department, prior to any redevelopment of the property.
3. Any change of use shall be subject to Planning Department approval in the future.
4. The site shall comply with all overlay district standards.

Respectfully Submitted for Planning Commission Consideration,
The Planning and Zoning Department

Sample Motion:

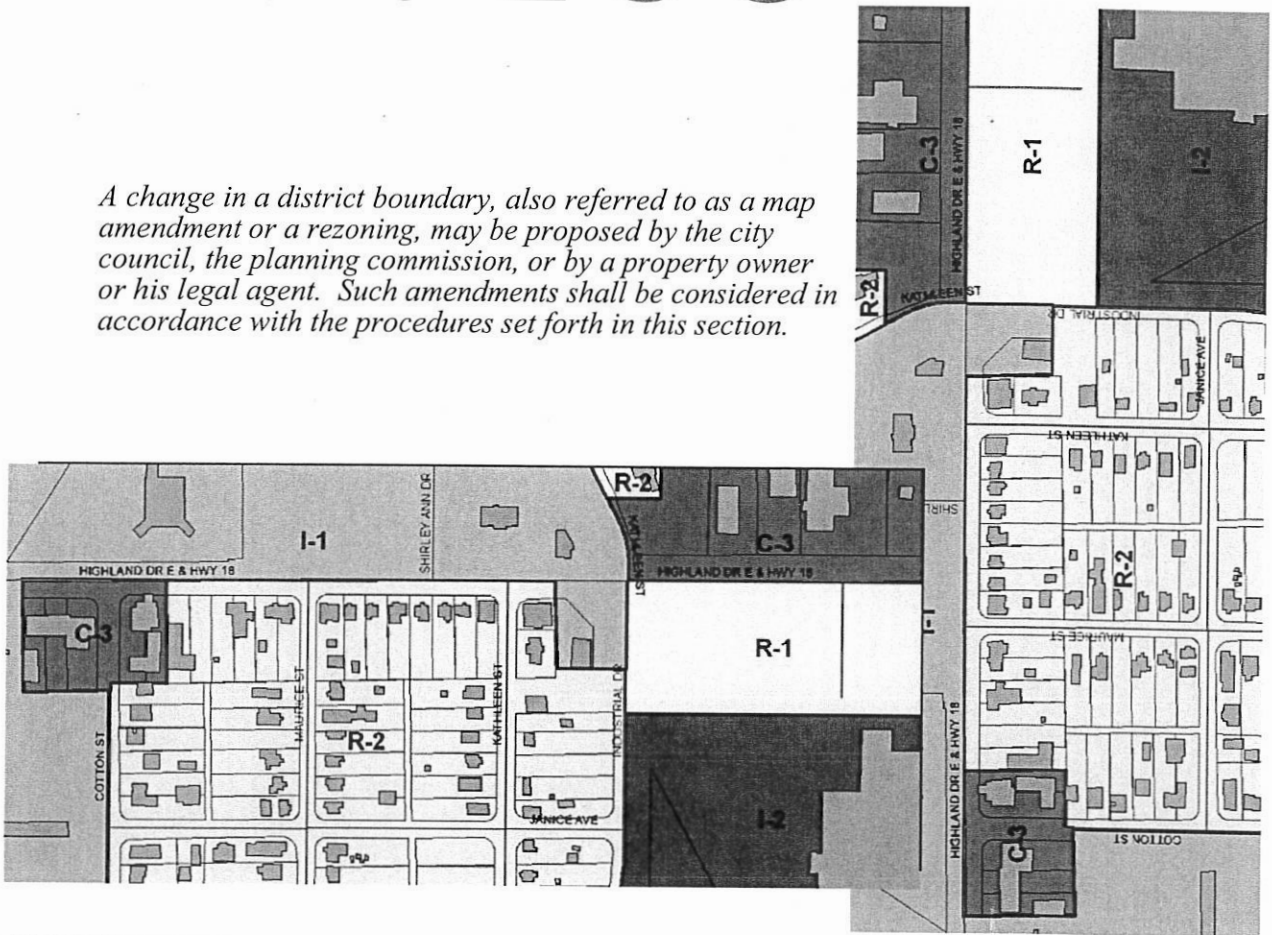
I move that we place Case: RZ 26-08 on the floor for consideration of recommendation by MAPC to the City Council with the noted conditions, and we, the MAPC find that to rezone property from “R-1”, single family high intensity district, to “PD” Planned Development, will be compatible and suitable with the zoning, uses, and character of the surrounding area.

City of
Jonesboro
 ARKANSAS



REZONING PROCESS

A change in a district boundary, also referred to as a map amendment or a rezoning, may be proposed by the city council, the planning commission, or by a property owner or his legal agent. Such amendments shall be considered in accordance with the procedures set forth in this section.



Amendments & Rezoning

14.44.05 Amendments. Two (2) types of amendments to this zoning ordinance are recognized; one being a revision in the textual provisions of the ordinance, and the other being a change of boundary in a zoning district.

(a) Amendment to Text. Amendments to the text may be initiated by the planning commission, the city council, or by the mayor. Proposed amendments shall be processed in accordance with the procedures set forth in this section.

(1) Notice. The City Planner shall be responsible for scheduling a public hearing before the planning commission. He shall prepare the content of a public notice, and ensure that the notice is published in a newspaper of general circulation with the city at least fifteen (15) days before the public hearing.

(2) Hearing and Recommendation by the Planning Commission. The planning commission shall conduct a public hearing on the proposed amendment, hearing both the proponents and opponents, if any. Following the public hearing, the commission shall determine its recommendation(s) regarding the proposed amendment, and make such known to the city council.

(3) Action by the City Council. After receiving the recommendation of the planning commission, the city council may approve the amendment as submitted; may approved a revised version they deem appropriate; refer it back to the planning commission for further study and consideration; table it; or deny it. If the city council action does not take place with six (6) months after the planning commissions public hearing, the amendment process must begin anew.

(b) Change in District Boundary. A change in a district boundary, also referred to as a map amendment or a rezoning, may be proposed by the city council, the planning commission, or by a property owner or his legal agent. Such amendments shall be considered in accordance with the procedures set forth in this section.

(1) Application Submittal. A complete application for change in district boundary or map amendment, hereafter referred to as a rezoning, shall be submitted to the city planner in a form established by him, along with the non-refundable processing fee (see attached fee schedule). Applications shall be filed by the 17th of the month in order to be placed on the planning commission agenda for the subsequent months meeting, which is held on the second Tuesday thereof. No application shall be processed until the city planner determines that the application is complete and the required fee has been paid.

(2) Notice. Promptly upon determining that the application if complete, the city planner shall schedule a public hearing date before the planning commission, notify the applicant of the hearing date, and provide at least



fifteen (15) days notice of the hearing in a newspaper of general circulation in the city. The notice shall indicate the time and place of the public hearing; give the general location and description of the property, such as the street address and acreage involved; describe the nature, scope and purpose of the application; and indicate where additional information about the application can be obtained.

The applicant shall (1) post notice on weatherproof signs provided by the City; (2) place the signs on the property that is the subject of the application at least ten (10) days before the public hearing; and (3) ensure that the signs remain continuously posted until a final decision is made by the city council. At least one (1) sign shall be posted by the applicant for each one hundred and fifty feet (150') of street frontage, up to a maximum of five (5) signs. Signs shall be placed along each abutting street in a manner that makes them clearly visible to neighboring residents, and passers-by. There shall be a minimum of one (1) sign along each abutting street.

(3) Hearing and Recommendation by the Planning Commission. The planning commission shall hold a public hearing on the proposed rezoning. At the conclusion of the hearing, and after deliberation, the commission shall recommend approval as submitted; may recommend approval of less area and/or of a lesser intense, but like classification than what was applied for; table with cause, not to exceed one time for consideration at the next meeting; or deny the application, and submit an accurate written summary of the proceedings to the city council.

(4) Hearing and Action by the City Council. After the planning commission recommends approval of an application, the applicant shall be responsible for preparing the appropriate ordinance and requesting that the City Clerk place it on the city council's agenda. Agenda item requests and all documentation shall be submitted in a form established by the City Clerk, and be accompanied by a publication fee prescribed by law.

If the planning commission does not recommend approval of an application, the city council may consider the matter after an appeal is filed by the property owner with the City Clerk, and a special public hearing is set and subsequently held. Applicant responsibility with regard filing documents with the City Clerk and paying said fee as described above is also applicable.

In considering an application for approval, whether on appeal or not, the city council may reduce the amount of land area included in the application, but not increase it; and may change the requested classification in whole or in part, to a less intense zoning district classification than was indicated in the planning commissions required public notice.

(5) Approval Criteria. The criteria for approval of a rezoning are set out in this section. Not all of the criteria must be given equal consideration by the planning commission or city council in reaching a decision. The criteria to be considered shall include but not be limited to the following:



- (a) Consistency of the proposal with the Comprehensive Plan.
- (b) Consistency of the proposal with the purpose of this ordinance.
- (c) Compatibility of the proposal with the zoning, uses and character of the surrounding area;
- (d) Suitability of the subject property for the uses to which it has been restricted without the proposed zoning map amendment;
- (e) Extent to which approval of the proposed rezoning will detrimentally affect nearby property including, but not limited to, any impact on property value, traffic, drainage, visual, odor, noise, light, vibration, hours of use/operation and any restriction to the normal and customary use of the affected property;
- (f) Length of time the subject property has remained vacant as zone, as well as its zoning at the time of purchase by the applicant; and
- (g) Impact of the proposed development on community facilities and services, including those related to utilities, streets drainage, parks, open space, fire, police, and emergency medical services.

(6) Successive Applications. In the event that the city council denies an application for a rezoning, a similar application shall not be considered by the planning commission for six (6) months from the date of the denial by the city council, unless the planning commission, upon recommendation by the city planner, determines that there is a significant change in the size or scope of the project, or that conditions have changed in the area affected by the proposed rezoning.

14.44.06 Fees. Before any action shall be taken as provided in this ordinance, the applicant shall submit a fee with the application in accordance with the schedule below. Under no condition shall said sum or any part thereof be refunded for failure of said action to be approved by the city. See the attached and most current fee schedule in the appendix section.





Application for a Zoning Ordinance Map Amendment

METROPOLITAN AREA
PLANNING COMMISSION
Jonesboro, Arkansas

Meeting Date: _____ Date Received: _____
Meeting Deadline: _____ Case Number: _____

LOCATION:

Site Address: 01-144093-0030

Side of Street: _____ between _____ and _____

Quarter: _____ Section: 09 Township: 14 Range: 04

Attach a survey plat and legal description of the property proposed for rezoning. A Registered Land Surveyor must prepare this plat.

SITE INFORMATION:

Existing Zoning: R-1 Proposed Zoning: _____

Size of site (square feet and acres): 752,353 / 17.27 acres Street frontage (feet): 133.13 / 44.86

Existing Use of the Site: Raw land

Character and adequacy of adjoining streets: 2 lane street

Does public water serve the site? Yes

If not, how would water service be provided? N/A

Does public sanitary sewer serve the site? No

If not, how would sewer service be provided? Septic

Use of adjoining properties:

North Approximately 12 acres of undeveloped land

South Approximately 8.5 acres of undeveloped land with one single house

East Approximately 15 acres of undeveloped land

West A few single family homes with land

Physical characteristics of the site: Wooded raw land

Characteristics of the neighborhood: A few family homes but mainly a lot of undeveloped land

Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Area Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is on the public meeting schedule. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.

REZONING INFORMATION:

The applicant is responsible for explaining and justifying the proposed rezoning. *Please prepare an attachment to this application answering each of the following questions in detail:*

- (1). How was the property zoned when the current owner purchased it?
- (2). What is the purpose of the proposed rezoning? Why is the rezoning necessary?
- (3). If rezoned, how would the property be developed and used?
- (4). What would be the density or intensity of development (e.g. number of residential units; square footage of commercial, institutional, or industrial buildings)?
- (5). Is the proposed rezoning consistent with the *Jonesboro Comprehensive Plan* and the *Future Land Use Plan*?
- (6). How would the proposed rezoning be the public interest and benefit the community?
- (7). How would the proposed rezoning be compatible with the zoning, uses, and character of the surrounding area?
- (8). Are there substantial reasons why the property cannot be used in accordance with existing zoning?
- (9). How would the proposed rezoning affect nearby property including impact on property value, traffic, drainage, visual appearance, odor, noise, light, vibration, hours of use or operation and any restriction to the normal and customary use of the affected property.
- (10). How long has the property remained vacant?
- (11). What impact would the proposed rezoning and resulting development have on utilities, streets, drainage, parks, open space, fire, police, and emergency medical services?
- (12). If the rezoning is approved, when would development or redevelopment begin?
- (13). How do neighbors feel about the proposed rezoning? Please attach minutes of the neighborhood meeting held to discuss the proposed rezoning or notes from individual discussions. *If the proposal has not been discussed with neighbors, please attach a statement explaining the reason. Failure to consult with neighbors may result in delay in hearing the application.*
- (14). If this application is for a Limited Use Overlay (LUO), the applicant must specify all uses desired to be permitted.

OWNERSHIP INFORMATION:

All parties to this application understand that the burden of proof in justifying and demonstrating the need for the proposed rezoning rests with the applicant named below.

Owner of Record:

I certify that I am the owner of the property that is the subject of this rezoning application and that I represent all owners, including spouses, of the property to be rezoned. I further certify that all information in this application is true and correct to the best of my knowledge.

Name: J. King LLC

Address: 2806 Martinbrook Drive

City, State: Jonesboro, AR ZIP 72401

Telephone: _____

Facsimile: N/A

Signature: _____

Applicant:

If you are not the Owner of Record, please describe your relationship to the rezoning proposal:

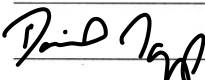
Name: David Tapp

Address: 1000 SWN Drive Suite 101

City, State: Conway, AR ZIP 72032

Telephone: 501-450-0449

Facsimile: N/A

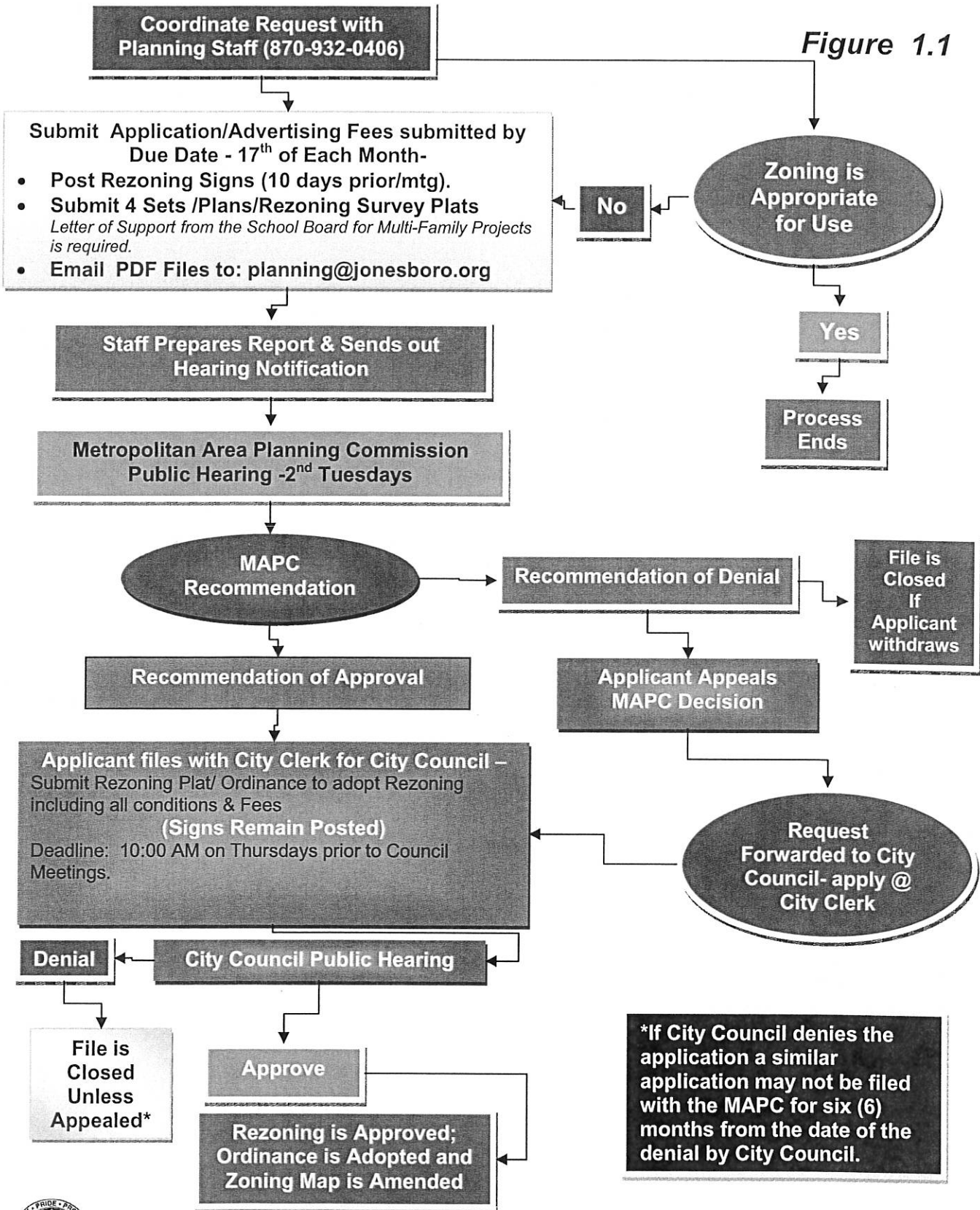
Signature: 

Deed: *Please attach a copy of the deed for the subject property.*

Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Area Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is on the public meeting schedule. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.

Rezoning Process

Figure 1.1



Planning

Single Family Residential Approvals - Planning Review

New Single Family Dwelling (per structure)	\$50
New Multiple Family Dwellings (per plan submittal)	\$100
Additions to Residential Dwellings (increase in footprint)	\$25
Detached Buildings & Other Accessory or Temporary Structure	\$25
Alterations or Repairs of Residential Dwelling	\$25
Swimming pools (above or below ground)	\$25
Walls, fences, decks, antenna towers & satellite dishes	\$50
Multi-family Additions	\$50
Multi-family Accessory Structures	\$50
Multi-family Dwellings 5 units and above	\$500

Commercial Building Permits - Planning Review

0 sq ft to 10,000 sq ft Commercial Building Area	\$500
10,001 sq ft or more Commercial Building Area	\$1,000
Interior alterations/repairs of commercial or industrial structures	\$250
Awnings and Canopies	\$250
Accessory buildings, walls, fences, decks	\$250
Cellular towers/antenna & satellite (new)	\$100
Cellular towers/antenna & satellite (existing)	\$100
Parking Lots	\$100
Landfill and Extractions (land use only)	\$1,000
Gravel Mining	\$1,000
Change of Use Certificate	\$100
Commercial Storage Tanks	\$250
Temporary Tents, Trailers & Structures	\$250

Rezoning Fees

Base Fee +	\$500
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Special District Applications

Village Residential Overlay	\$500
JMAA-O Jonesboro Municipal Airport Overlay District	\$500
Planned Development District	\$500
Fee per stage (Preliminary, Final, Modifications)	\$500

Board of Zoning Appeals Fees

Residential Appeal - Compatible Non-Conforming Use (BZA)	\$200
Commercial Appeal - Compatible Non-Conforming Use (BZA)	\$400
Conditional Use (MAPC)	\$400

Subdivision Fees

Minor Plats & Replats (Administrative Approvals)	
Base Fee	\$400

Reviews requiring MAPC Approval

Subdivisions 0 to 20 acres	
Base Fee	\$500
Per Lot Fee	\$4

Subdivisions Over 20 to 40 acres	\$1,000
Subdivisions Over 40 acres	\$1,500

On/Off Premise Sign Permits

Bill Board Base Fee	\$1,000
Construction Base Fee	\$100
Ground Sign New Base Fee	\$100
Wall & Awning Signs Base Fee	\$100
Pole Sign Base Fee	\$100
Marquee Sign Base Fee	\$100
Monument Sign Base Fee	\$100
Promotional Event Signs Base Fee	\$100
Banners	\$50

Mapping Services

Zoning Research Letter	\$500
Zoning Letter (simple)	\$50

Additional Fees Not being Charged

Multi-Family Dwelling Review (3rd submittal)	\$1,000
Commercial/Industrial Review (3rd submittal)	\$1,000

INSPECTIONS & PLANNING

FEES

THE CITY OF
JONESBORO



INSPECTIONS
300 S. Church St.
Jonesboro, AR 72401
870-933-4602

PLANNING
300 S. Church St.
Jonesboro, AR 72401
870-932-0406

www.jonesboro.org

Planning: RES-17 091
Inspections: RES-17 092

Inspections

Swimming Pool Elec Bond	\$50	RElectrical Reconnect	\$50	Commercial Sewer Connection & Street Cut	\$100
Street Cut Permit	\$40	Plumbing Chargeout	\$40	Commercial Plumbing	07 sq ft
Storm Shelter	\$50	Multi-family Building Permit	Project Cost	Commercial HVACR	07 sq ft
Residential Water Meter Permit	\$40	Multi Family Plumbing	06 sq ft	Commercial Gas Test	\$50
Residential Swimming Pool	Project Cost	Multi Family HVAC	06 sq ft	Commercial Electric - Site Trailer	\$100
Residential Storage	Project Cost	Multi Family Electric	06 sq ft	Commercial Electric Reconnect	\$55
Residential Sprinkler Permit	\$60	Mobile Vending Permit	\$40	Commercial Electric Alteration	\$55
Residential Single Family	Project Cost	HVAC C/O VentAHood	\$40 C/a \$55 C/O & Duct	Commercial Electric	07 sq ft
Residential Sewer Stubout Permit	\$40	Grading Permit	Engineering Fee	Commercial Building Permit	Project Cost
Residential Sewer Permit	\$40	Fire Sprinkler Permit	\$50 - Fire Dept.	Commercial Alterations	Project Cost
Residential Sewer Connection & Street Cut	\$80	Fire Alarm	\$50 - Fire Dept.	Commercial Additions	Project Cost
Reinspection Fee	R - \$40 C - \$100	Fence Permit	Planning Fee	Canopy Permit	\$50
Residential Plumbing	05 sq ft	Existing Structure CO	\$50	Backflow Permit	C - \$50 R - \$40
Residential HVAC	05 sq ft	Driveway Permit	Engineering Fee	Temp Pole	\$55
Residential Gas Test	\$40	Demolition Permit	R - \$100 C - \$250	Low Voltage	R - \$50 C - \$100
Residential Electrical	05 sq ft	Communication Tower	Project Cost	Temp Co	R - \$50 C - \$500
Residential Electric Alteration	\$50	Commercial Water Meter Permit	\$50	Foundation & Footing	040,000 sq ft \$50 10,001 +- sq ft \$1,000
Residential Building - Duplex	Project Cost	Commercial Temp Power	\$55	Tent Permit	\$50
Residential Alterations	\$100 min.	Commercial Storage	Project Cost	Moving Permit	\$50
Residential Additions	Project Cost	Commercial Sprinkler Permit	\$85	HVAC Duct Only	\$40
Re-Roofing Permit	R - \$100 C - Project Cost	Commercial Signs	Project Cost		
		Commercial Sewer/Stubout	\$50		

ENGINEERING & STREET DEPARTMENTS

Engineering Fees

Street Fees

FEES

Driveway Permit (<i>per driveway</i>).....	\$50	Street Plate - 1st plate delivered (<i>up to 60 days</i>).....	\$45
<i>(includes one form inspection & one final inspection)</i>		<i>(includes one form inspection & one final inspection)</i>	
Driveway Re-Inspection Fee	\$30	Each additional street plate delivered (<i>up to 60 days</i>).....	\$15
Lane/Traffic Closure Permit:		Street Repair	\$200
One Traffic Lane Closure Permit	\$25	Base Asphalt	\$30
Street Closure (Collector)	\$100	Barricades (contractors - street cuts and repairs)	\$75/ea
Street Closure (Arterial)	\$200	Barricades (block parties, etc.)	\$10/ea
Floodplain Development Permit	\$100 per acre (\$25 min.)	Cones	\$5/ea
Drainage Alteration/Modification Permit	\$25	Replacement of Regulatory Sign & Post - accidents, etc.	\$150
<i>(plus \$0.10 per linear ft. of drainage system modification/alteration)</i>		Replacement of Street Identifier Sign & Post - accidents, etc.	\$150
Grading Permit	\$100 per acre (\$50 minimum)	New Regulatory Sign & Post for Subdivisions	\$150
Stormwater Management Plan Permit:		New Street Identifier Sign & Post for Subdivisions	\$250
for subdivision	\$1,000 minimum	Replacement for Damaged Sign Post - accidents, etc.	\$50
<i>additional lots over 10</i>	\$100 per lot		
for commercial site	\$350 minimum		
<i>additional acres over 3.5 acres</i>	\$100 per acre		
Stormwater Appeal Fee	\$200		
Encroachment Permit	\$50		
Residential Site Permit	\$25		



www.jonesboro.org

Engineering Dept: RES-17 089
Street Dept: RES-17 088

Rezoning Checklist

-Application

-Neighbor notifications sent via certified mail (copy of receipt required)

-Rezoning plat

-Rezoning signs every 150' of street front property, include photos of sign placement (\$200 deposit per sign)



Legislation Text

File #: ORD-20:021, **Version:** 1

AN ORDINANCE TO AMEND SECTION 117.35 REGARDING THE REFUND OF REZONING SIGN DEPOSITS

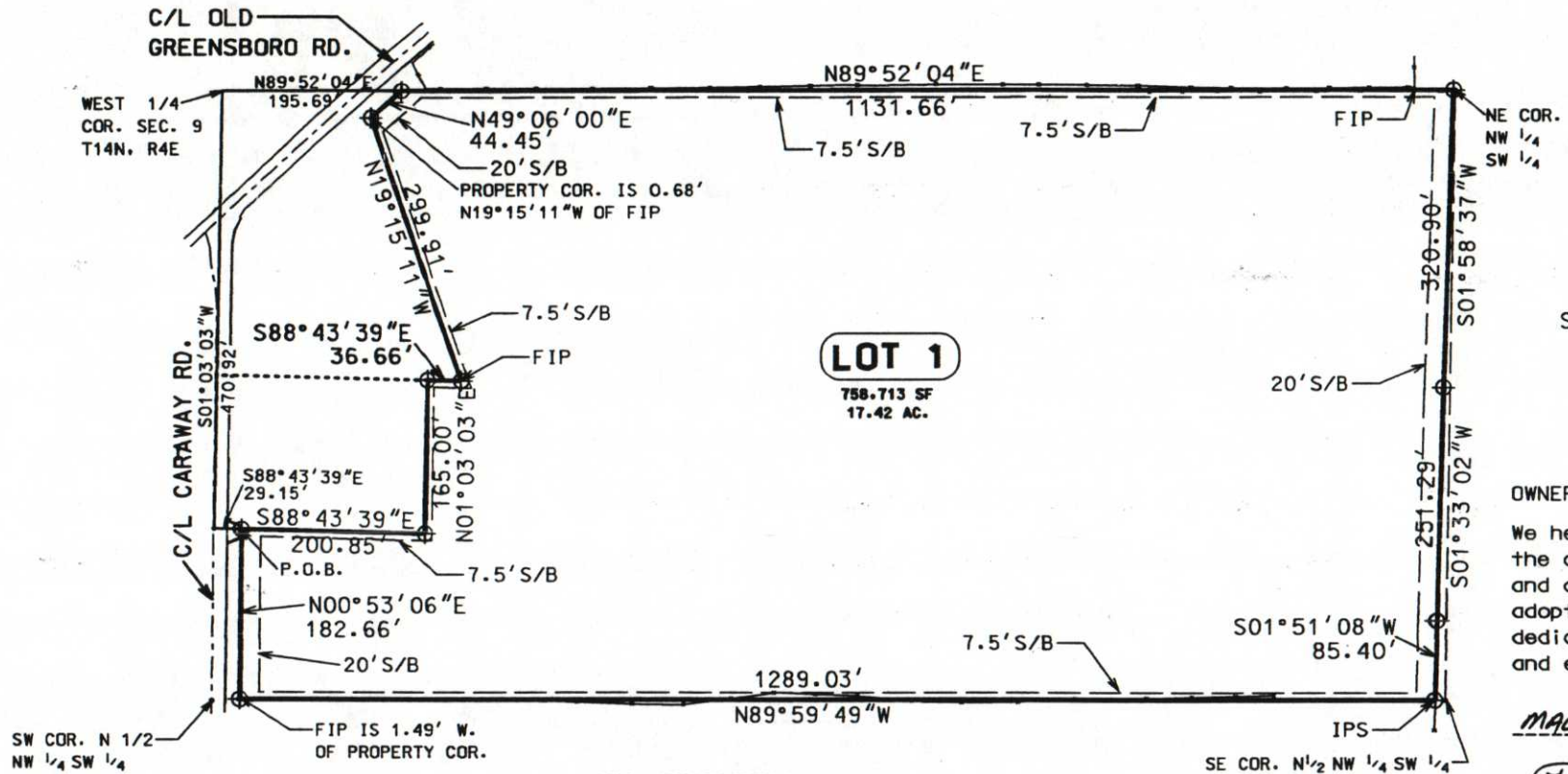
WHEREAS, Section 117.35 of the Code of the City of Jonesboro, Arkansas, as revised by Ordinance 09:087, indicates that the fee for a rezoning sign is \$200 per sign, and that a refund is granted if returned no later than 60 days after final Council action; and,

WHEREAS, there is a need to expedite the return of such signs.

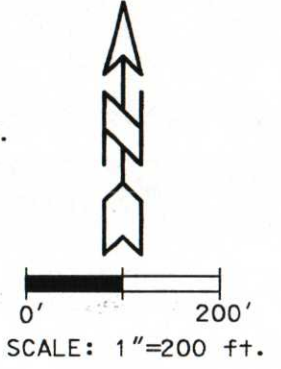
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO THAT:

Section 117.35 be amended to provide that a rezoning sign must be returned to the City Planning Department Office no later than seven days after final Council action in order to receive the refund.

PASSED AND APPROVED THIS 21ST DAY OF JULY 2020.



LOT 1
758.713 SF
17.42 AC.



CERTIFICATE OF SURVEY:
To all parties interested in Title to these premises: I hereby certify that I have prior to this day made a survey of the above described property as shown on the Plat of Survey hereon. The property lines and corner monuments, to the best of my knowledge and ability, are correctly established: Encroachments, if any, as disclosed by Survey, are shown hereon.

By: George M. Hamman 07/17/03
George M. Hamman SIGNATURE
R.L.S.
REGISTERED
STATE OF ARKANSAS
NO. 1273
PROFESSIONAL LAND SURVEYOR
GEORGE M. HAMMAN

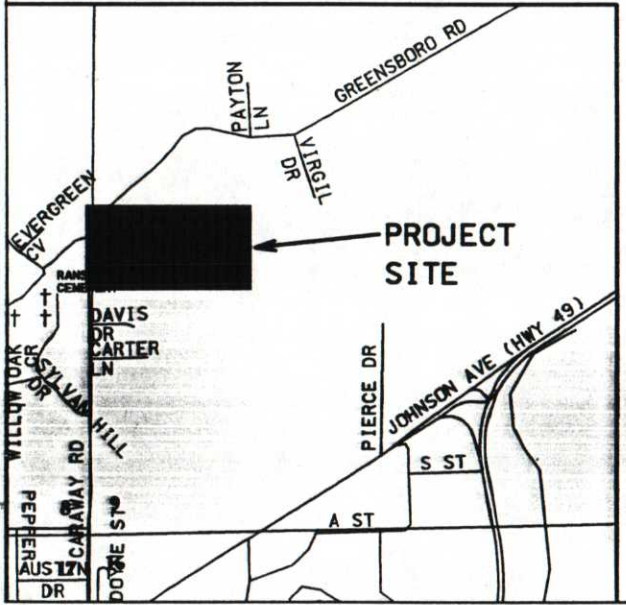
OWNER'S CERTIFICATION:
We hereby certify that we are the owners of the property shown and described hereon, that we adopt the plan of subdivision and dedicate perpetual use of all streets and easements as noted.

MAGGIE L. LAMBERTH ESTATE
Dina Hedger
Warren Lambeth

THE RIDGE AT
JONESBORO
MINOR PLAT

LEGAL DESCRIPTION:
A part of the North Half of the Northwest Quarter of the Southwest Quarter (N 1/2, NW 1/4, SW 1/4) of Section 9, Township 14 North, Range 4 East, Craighead Co., Arkansas to wit:
From the Northwest corner of the Southwest Quarter of said Section 9, run S 01°03'03" W along the West line of Section 9, a distance of 470.92 ft. to a point; thence leaving said section line, run S 88°43'39" E, a distance of 29.15 ft. to the POINT OF BEGINNING; thence continue S88°43'39" E, a distance of 200.85 ft. to a point; thence N 01°03'03" E a distance of 165.00 ft. to a point; thence S 88°43'39" E a distance of 36.66 ft. to a point; thence N 19°15'11" W, a distance of 299.91 ft. to the Southerly right of way line of Old Greensboro Road; thence N 49°06'00" E along said Southerly right of way line, a distance of 44.45 ft. to a point on the North line of the NW 1/4, SW 1/4; thence along said North line of the NW 1/4, SW 1/4, N 89°52'04" E, a distance of 1131.66 ft. to a point; thence following a fence line S 01°58'37" W a distance of 320.90 ft. to a point; thence continuing along said fence, S 01°33'02" W, a distance of 251.29 ft. to a point; thence continuing along said fence, S 01°51'08" W, a distance of 85.40 ft. to a point on the South line of the N 1/2, NW 1/4, SW 1/4; thence along said South line, N 89°59'49" W a distance of 1289.03 ft. to a point on the East right of way line of Caraway Road; thence N 00°53'06" E a distance of 182.66 ft. to the POINT OF BEGINNING, containing 17.42 acres.

FLOOD PLAIN: THIS TRACT DOES NOT LIE IN 100 YR. FLOOD PLAIN PER F.I.R.M. OF CRAIGHEAD CO., ARK. & INCORP. AREAS COMMUNITY PANEL NO. 05031C0044 C DATED 09-27-91.



HNE ENGINEERS - SURVEYORS
2311 E. NETTLETON AVE.
JONESBORO, AR 72401
(870) 932-7880

MINOR PLAT
FOR
ARBY SMITH
JONESBORO, ARKANSAS

JOB NO. 103101 DATE 07-15-03
© 2003, Hamman Newell Engineering RE

ONLY COPIES WITH VIOLET COLORED SIGNATURE ARE VALID HNE COPIES

DRWR 69

C:\PROJ\103101\103101NEW.DGN Jul. 15, 2003 12:32:29

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Denny McDowell
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RZ-26-08

Rezoning: 1004 N Caraway Rd

The Applicant David Tapp is requesting a rezoning of the property at 1004 N Caraway Rd from R-1 Single Family Medium Density to PD

Lonnie Roberts (Chair): Do we have the proponent for this item? Sir, please state your name for the record.

David Tapp (Proponent): David Tapp, I'm with Pediatrics Plus, we're looking to do a PD Development with this lot its 17 acres. Our company Pediatric Plus is starting to do, what is called Farm Houses for kids with autism. This will be our ninth one to do, we started out of our house in Conway, Arkansas. So, we're not like a national chain that comes in and then leaves. What we do is we build about a 12,000 square foot farm house, and I don't know if you guys got any of the pictures that I sent, but I have them with me, can I show them what I sent?

Unable to Transcribe

David Tapp: So, we build like a 12,000 square foot farmhouse and it's for kids Monday thru Friday, with Autism, they have to have a diagnoses with autism. We get a barn where we get 2 donkeys and 2 sheep, a chicken house with about 30 chickens, a greenhouse, and some raised flowerbeds and gardens for the kids to participate in growing vegetables, and they can use the eggs to make cupcakes if it's somebody's birthday. They're here from Monday to Friday, from about 8' o clock to 4:30 to 6:30, during the day, not weekends, not Sundays, not at night. So, it doesn't interfere with any of the neighbors. The reason why we're doing it as a PD is because we need it to be zoned commercial and agricultural, so if we get the commercial piece we can't have the donkeys or sheep, for the kids. Or the chickens, sometimes cities have ordinances on chickens, so I get that. But we have 17 acres in order not to interfere with the neighbors. We do a little bit of low lighting, so we get with the city to discuss what the requirement is, but we try to do some lights for our staff, in the winter time, for when they go out to their cars and it's a little bit dark, so we try to have one to three pole lights out there, that shut off at 8' o clock at night, so to not illuminate around the neighborhood. We have this as a farmhouse as you can see, so it's designed like a house, so we try to do as little as possible to make it commercial looking. Drainage, curbs, gutters, stuff like that. We try not to do that, but if the city requires us to do it, we'd do it. But we try to think of other ways to do detention ponds and things like that, to keep the water flow and water shed, outside and away from the parking lots and things like that. We're excited to be in Jonesboro, we started in 2002, Jonesboro has been on our list to do a Pediatrics Plus for probably 15 years, and we work with Arkansas State already in recruiting and getting therapists so, we're excited to be in Jonesboro pretty soon.

Lonnie Roberts: Okay, City Planner do you have the staff comments for this one?

Derrel Smith (City Planner): Yes sir, we do. We have reviewed it, it does meet all 6 of the rezoning approval criteria, so we would recommend approval with the following stipulations, that the proposed site shall follow all requirements of the city engineer, all requirements of the current stormwater drainage design manual, and floodplain regulations regarding any new construction. A final site plan, subject to all ordinance requirements shall be submitted, reviewed, and approved by the planning department prior to any redevelopment of the property. Any change of use shall be subject to the planning department approval in the future.

Lonnie Roberts: Okay, and with this being a rezoning, I must open up, is there anyone here to give public input? And if none, then I'll open up for commissioners, questions, comments? Motions?

Jim Little (Commission): Little, I'll make a motion to approve.

Jeff Steiling (Commission): Steiling, second.

A motion was made by Jim Little, seconded by Jeff Steiling, that the matter be approved, and the motion was PASSED with the following vote:

Aye (6): Dennis Zolper, Jeff Steiling, Jim Little, Jimmy Cooper, Mitch Johnson, Stephanie Nelson

Nay (0)

Absent (2): Kevin Bailey, Monroe Pointer

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PO Box 1845
JONESBORO, AR 72403-1845
870-932-3042

For Permit Inspections call 870-933-4602

Account/License/Permit/Category:

CR 377.65

Detail:

01-000-0150-00
1004 N Caraway Rezoning 377.65

Total 377.65

Payment Information:

Check 0.00
Credit Car 9017 377.65
Change 0.00

David Tapp
Customer #: 000000

Cashier: KMHattenhauer
Station: KMHATTENHAUER